

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



July 23, 2002

ALL COUNTY INFORMATION NOTICE NO. I-55-02

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL FOOD STAMP COORDINATORS

**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: TRANSMITTAL OF REVISED FORMS FOR THE CALIFORNIA  
WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) PROGRAM

This All County Information Notice (ACIN) transmits copies of the revised versions of the following forms for the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.

- SAWS 1 (6/02): Application for Cash Aid, Food Stamps, and/or Medi-Cal/State-Run County Medical Services Program (CMSP)
  - The "County Use" section has been modified to be more functional. References to "alien" have been changed to noncitizen and references to District Attorney have been changed to "Local Child Support Agency."
- SAWS 2 (6/02): Statement of Facts for Cash Aid, Food Stamps, and/or Medi-Cal/State-Run County Medical Services Program (CMSP)
  - Page two has been revised to add school attendance and immunization information. References to "alien" have been changed to noncitizen. On page eight, a line was added to the resources list to include a space to put the amount of any Electronic Benefit Transfer (EBT) funds left from a previous month. In question 28 A, "Native American per capita payments" has been changed to "per capita payments" and in question 31 A, "Native American or other trust funds (whether or not available)" has been changed to "trust funds (whether or not available)."
- SAWS 7 (7/02) and CW 7 (7/02): Monthly Eligibility Report
  - Questions five and six were reworded to help eliminate duplicative reporting. In question eight, language was added to include EBT balances from previous months as a reportable item. Changes were also made to the address change section pertaining to rent and utilities.

- CW 215 (6/02): Notification of Intercounty Transfer

This form was modified to include time limit and Welfare-to-Work plan information and now includes a comment section.

- CW 2166 (7/02): Work Pays Notice

Changes were made to reflect the correct formula for grant calculation when income is involved.

The following forms were changed/rearranged slightly to become more functional:

- CW 4 (6/02): Immediate Need Request
- CW 87 (6/02): Reinforcing Letter/Add a Person(s)

One change has been made to NOA message M82-510 (see attached). “District Attorney” has been changed to “Local Child Support Agency.” Use of this message has not changed. In addition to being released with this ACIN, the message will also be included in an upcoming All County Letter being released jointly between the California Department of Social Services (CDSS) and the Department of Health Services (DHS).

### Implementation

Counties should begin using the CW/SAWS forms and the updated version of NOA message, M82-510, as soon as administratively feasible.

### Forms Designation and Modification of Forms and Messages

The CW 215 is designated as “Required Form – No Substitute Permitted.” Therefore, County Welfare Departments (CWDs) must not modify or make changes to this form. The SAWS 1, SAWS 2, SAWS 7, CW 4, and CW 7 transmitted with this ACIN are designated as “Required Form – Substitute Permitted.” CWDs must obtain prior approval from CDSS and/or DHS before implementing a modification or substitution to these and other “Substitute Permitted” forms. Approval must also be obtained from CDSS prior to any modification of NOA messages. For CalWORKs and Food Stamp program changes, the procedures for submission of a change request are outlined in the Management and Office Procedures Regulations 23-400.2 and the Food Stamp Handbook Regulations 63-1250.

The CW 87 and CW 2166 are designated as “Recommended”; CWDs may modify forms in this category without prior CDSS approval or may choose to not use them.

### Camera-Ready Copies and Translations

After you receive a copy of an English CalWORKs form or message, please allow six to eight weeks for the forms and messages to be translated and mailed to your CalWORKs Forms Coordinator. Language Translation Services (LTS) will mail camera-ready copies of Spanish, Chinese, 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, Vietnamese or Russian, FAX your request to LTS at (916) 657-3429 or e-mail it to [LTS@dss.ca.gov](mailto:LTS@dss.ca.gov).

For a camera-ready copy and/or an additional copy of an English form, please call the Forms Management Unit (FMU) at (916) 657-1907. If your office has Internet access, you may obtain various forms (not including NOA messages) from the CDSS web page at: [www.dss.cahwnet.gov](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 [fm@dss.ca.gov](mailto:fm@dss.ca.gov). For additional copies of NOA messages in English, please contact Shawn Bradley at (916) 653-8675, or by e-mail at: [shawn.bradley@dss.ca.gov](mailto:shawn.bradley@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 State regulations in Manual of Policies and Procedures (MPP) Division 21, Civil Rights Nondiscrimination, Section 115.

### Stock

State produced stock of CalWORKs forms 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.

### Contacts

If you have any questions or need further information regarding this letter and attachments, please contact Shawn Bradley at [shawn.bradley@dss.ca.gov](mailto:shawn.bradley@dss.ca.gov), or by calling (916) 653-8675/CALNET 453-8675.

Sincerely,  
***Original signed by***  
***Maria Hernandez for***  
***Charr Lee Metsker on 7/23/02***  
CHARR LEE METSKER, Chief  
Employment and Eligibility Branch

### Attachments

c: CSAC  
CWDA