

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



April 5, 2006

ALL-COUNTY INFORMATION NOTICE NO. I-24-06

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CAPI PROGRAM MANAGERS

## REASON FOR THIS TRANSMITTAL

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

SUBJECT: COVERSHEET FOR INTER-COUNTY TRANSFERS IN THE CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

REFERENCE: ALL-COUNTY LETTER NO. 99-87

This All-County Information Notice (ACIN) is being issued in response to a county request for a State-authorized coversheet to be used in processing Inter-County Transfers (ICT) of Cash Assistance Program for Immigrants (CAPI) cases.

**BACKGROUND**

When a CAPI recipient or applicant moves from one county to another, the ICT process (as outlined in All-County Letter No 99-87) should be initiated. Since CAPI is a statewide program, CAPI benefits should not be terminated for a recipient who moves within the state. Some counties designed their own coversheet to ensure that all required information is sent to the receiving county and to facilitate the transfer. It is important that the transferring county send all pertinent documentation to the new, receiving county.

**POLICY**

When transferring a CAPI case to another county or consortium under the ICT guidelines, the transferring county must use the attached coversheet (or similar county form containing the same information) to ensure that all required information and documentation is delivered to the receiving county.

You can download additional copies of the attached form through the Department's website at [http://www.dss.cahwnet.gov/cdssweb/On-lineFor\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/On-lineFor_271.htm). Any questions regarding this ACIN should be directed to Marshall Browne, Program Analyst at (916) 229-4043.

Sincerely,

***Original Document Signed By:***

JOSEPH M. CARLIN  
Acting Deputy Director  
Disability and Adult Programs Division

Attachment