

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 445-4458



March 14, 1979

ALL-COUNTY INFORMATION NOTICE I-29-79**TO: ALL COUNTY WELFARE DIRECTORS****SUBJECT: CA-20 (SIMPLIFIED REDETERMINATION FORM)****REFERENCE: ALL-COUNTY INFORMATION NOTICE I-37-77**

Attached is a copy of form CA-20 that has been developed for use in the annual AFDC redetermination process. The CA-20 is an outgrowth of the previously pilot tested CA-2R and of subsequent work by the Department of Social Services (DSS) and the County Forms Advisory Committee. This advance copy is being provided for counties that do their own printing and to allow for training of staff prior to availability of regular supplies.

Significant characteristics of the CA-20 include: 1) a cover page which contains a brief explanation of the redetermination; rights and responsibilities; an appointment section and a statement of the consequences of failure to complete the redetermination; 2) the removal of most items of eligibility not subject to change, and the rewording and reformatting of other questions for further simplification; 3) extensive preprinted information in the County Use Only section to assist with the verification and documentation of certain eligibility items; 4) a statement in the certification section instructing recipients to sign the form in the presence of their worker; and 5) a section for the eligibility worker to summarize the status of the redetermination, including space for appropriate worker and supervisor signatures.

The CA-20 is not to be used for the initial eligibility determination, and its use at redetermination is not mandatory at this time. If you do use the CA-20 for redeterminations, the process should include review of the most recently completed CA-2, all intervening CA-7s, and any other pertinent case record information. This process should provide a comprehensive update of the case record for determining continuing eligibility.

To ensure delivery of regular supplies of the CA-20 by April 10, we are requesting that you place your orders immediately with the DSS using the Form Order (GEN 727B) procedure. Spanish translations of this form should be available within a month of the English.


Use of the form CA-20 will shorten the time required to complete the annual AFDC redetermination without a decrease in program effectiveness. The form's development is a significant achievement in the Department's continuing efforts to improve the efficiency, effectiveness and equity of the AFDC program.

If you have any suggestions or recommendations for improvement to this form, please submit them to:

Henry J. Puga, Program Analyst
AFDC Program Systems Bureau
744 P Street, M.S. 16-31
Sacramento, CA 95814

If you have any questions regarding the use or implementation of this form, please contact your AFDC Management Consultant at (916) 445-4458.

Sincerely,


MARTON J. WOODS
Director

Attachment

cc: CWDA