

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814

(916) 322-5330



May 3, 1979

**ALL-COUNTY INFORMATION NOTICE I- 50-79****TO: ALL COUNTY WELFARE DIRECTORS****SUBJECT: REVISED FORM CA-2****REFERENCE:**

Attached is a copy of the revised Form CA-2 (Statement of Facts Supporting Eligibility for Assistance) and a listing of the changes that have been made to the form. The CA-2 is the primary eligibility document used in the Aid to Families with Dependent Children (AFDC) program.

All-County Information Notice I-29-79 transmitted Form CA-20 (Redetermination Statement of Facts) for use in the annual AFDC redetermination process. The new CA-20 and revised CA-2 represent major improvements in the AFDC forms-system. They reflect this Department's current and continuing commitment to eliminate red tape where possible and to simplify administration of the AFDC program without loss of program effectiveness. These forms will enable your EWs to save considerable amounts of time in their daily work as well as being more convenient to use, thus making their often difficult job significantly easier.

The significant improvements made by this revision are:

1. The form has been reduced from seven AFDC pages to five. This has been accomplished primarily by design changes and the elimination of information of only marginal usefulness. Thus the equivalent of two pages of information which has relevance only to occasional cases will no longer need to be dealt with by the typical AFDC applicant and EW. The food stamp pages were also removed from this revision since they do not reflect the new food stamp eligibility criteria. Efforts are currently underway to determine the best way to process joint AFDC/FS applications.
2. Primary subject areas are covered on their own separate pages. For example, Page 1 has been carefully redesigned to include virtually all significant identifying characteristics of each Family Budget Unit (FBU) member. All income and work expense

items are located on Page 3 and, all property (both personal and real) items are on Page 4. This feature of covering all subject area items on one page only should prove to be a major administrative convenience to EWs. Since these pages all represent consolidations of information and elimination of redundancies, they will also be easier for the applicants to fill out.

3. This version of the CA-2 consolidates the essential features of form CA-3 (AFDC Eligibility Determination Summary) thereby eliminating the need for that form. This has been accomplished by providing specific preprinted verification information on the form (especially the FBU identification items); as well as a box on the last page with a summary list of the key eligibility factors.
4. The coversheet has been reorganized to include an enumeration of recipient rights to go along with the list of responsibilities. The child support information has been removed in accordance with the plan to consolidate all related child support information on the CA-2.1 coversheet. (This form has already been released.) In addition, the coversheet language has been simplified and the print made larger and easier to read through improved design.
5. The certification page contains two new provisions: an expansion of the Social Services and Child Health Disability and Prevention Program (CHDP) information and placement of this information after the signatures. This should provide for a greater ability to assess service needs and potentials apart from the AFDC eligibility context, and thus enable applicants to make clearer decisions and express preferences for involvement. The feature of not signing the form except in the presence of the eligibility worker will help ensure that the applicant clearly understands all rights, responsibilities and benefits.

With the reduction in the number of pages from seven to five, the elimination of the form CA-3, the "primary pages" feature and the overall tighter, more efficient format, implementation of this revised CA-2 should significantly improve the eligibility determination process.

This revision was developed in consideration of input received from a wide variety of sources including the County Welfare Directors Association (CWDA) and recipient advocate groups. The final product is the result of a joint effort by this Department and the County Forms Advisory Committee.

As with all state AFDC forms, an open file is maintained in order to receive recommendations and suggestions for future forms improvement. If you have any suggestions or comments please provide them in any written form to:

AFDC Forms Coordinator  
 AFDC Program Systems Bureau  
 744 P Street, Mail Station 16-31  
 Sacramento, California 95814

We have already provided two advance copies of the CA-2 via the GEN 127 Notice of Forms change for the benefit of those counties that do their own printing. Regular warehouse supplies are expected to be available around June 1, 1979. Orders for this revision will be accepted after May 28, 1979, on the GEN 727 B, County Forms Order. If you have a supply of the current CA-2 in stock you may continue to use it until exhausted. Spanish translations of the revised CA-2 are expected to be available September 1, 1979.

If you have questions about the revised CA-2 please contact your AFDC Management Consultant at (916) 445-4458.

Sincerely,



KYLE S. MCKINSEY  
Deputy Director

Attachment

cc: CWDA

FORM CA 2 CHANGES

Format and language changes have been made throughout the form to improve readability, comprehension and clarity. The key changes that have been made are highlighted below and are followed by a comprehensive list of all items incorporated or deleted from this CA 2 revision.

Key Changes

COVERSHEET:

1. Separated program information, and rights and responsibilities into identifiable groups.
- 2) Removed child support information. This information is now available on the recently released CA 2.1 coversheet.

DATA GATHERING PAGES:

- 3) Reduced form from seven to five pages.
- 4) Consolidated the verification functions of the CA 3 in the county use only columns by providing additional preprinted information with check boxes to aid EWs with the documentation of these items.
- 5) Changed "I/We" format to "Do you and your family" throughout the form for clarity.
- 6) Removed Food Stamp pages. This information is obtained by completion of a separate form.
- 7) Relocated the certification and social services sections. These sections are to be completed in the presence of the EW to insure that the applicant fully understands the content of the form before he/she signs it.
- 8) Consolidated primary subject areas on one page, e.g., the first page is for recording potential FBU members only; page three for income and expenses and page four for all property items. This feature should facilitate the collection and processing of information.
- 9) Changed the section on federal eligibility based on the unemployed father so that a 5-year work/training history is completed by the applicant (similar to a job application). The information relating to quarters will now be completed by the EW to reduce applicant confusion and to enable the EW to make a more accurate determination.

Other Changes:

COVERSHEET

1. Removed: (a) instructions for completing form and transferred them to page one; (b) child support information and relocated on the CA 2.1 (Child Support Notice and Agreement); and (c) unemployment insurance benefits information which is included on the CA-1 (Application for Public Assistance).
2. Incorporated and reworded the statement on voluntary work registration into the Applicant Rights Section.
3. Changed title of coversheet from "Important Instructions to Applicants ... to "Important Information for AFDC Applicants and Recipients."
4. Added statement "If you are also applying for food stamps, a separate application is required."
5. Added informing paragraph regarding other reference where applicants can obtain additional AFDC information.
6. Redesigned and expanded applicants'/recipients' rights section.
7. Redesigned and expanded applicants'/recipients' responsibilities section.
8. Relocated Social Security number disclosure section.
9. Relocated SSN agreement statement, combined warning (advising applicants/recipients of possible criminal penalties, etc.) in one section requiring only one signature.
10. Added signature block for spouse, other parent, other adult applicant with right and responsibility acknowledgement.

Page 1 - FBU COMPOSITION - This page is exclusively designed to list all FBU members for whom aid is requested.

- Transferred instructions for completing form from coversheet.
  - Changed "I/We" format to "you or your family" for clarity.
- Item 1. Changed name sequence to "first, middle initial, last," to standardize method for collecting this information.
- Item 2. (Formerly No. 6 and No. 7) Moved the Citizenship question to the front page and combined with No. 2.
- Moved marital status question to front page and combined with No. 2 and clarified for each spouse.
  - Added separate FBU member section to collect data on "other adult" requesting aid.
  - Added the question for each child listed, "Child living in the home?" with space to give reason if living outside the home (formerly No. 3).

County Use Only Column:

- Removed section containing ethnic origin and primary language data collection boxes (now on CA 1).
- Added check boxes for verification and documentation. EWs should write in how the item was documented, for example, if "Citizenship/alien status" is being verified - write in "BC" for birth certificate, the alien alien card number or "CA 6 pending." In order to improve the collection of information and make better use of space it was necessary to reduce the number of spaces allowed for listing children from eight to five. In those few situations where more than five children will be in the FBU a photocopy of this page should be attached to the form.

Page 2 - FAMILY LIVING ARRANGEMENTS/SCHOOL TRAINING/EMPLOYMENT - This page collects information about "other household members," school and training and the "unemployed father."

Item 3. (Formerly No. 4) Removed request for birth date and birth place of other persons living in the home because information was not considered relevant.

- Added CA 2.2 and CA 293 check boxes in county use column to indicate how statement was verified and documented.

Item 4. (Formerly No. 5) Reworded residence question and eliminated completion section. If the question is answered "no", EWs will have to follow up with further information.

Item 5. (Formerly second part of No. 7) Redesigned and separated question for clarification purposes.

- Added CA 2.1 and CA 371 check boxes in county use column to indicate how statement was verified and documented.

Item 6. (Formerly 13D) Added check boxes in county use column to each line to verify and document each entry.

Item 7. (formerly No. 10) Reworded Veterans' question.

Item 8. Clarified unemployed parent question and redesigned section.

- Added "employer statements" and "determination of good cause required" check boxes in county use column.
- Eliminated child care question (formerly 13F) and relocated it in the Social Services section.

Item 9. Reworded phrase "or was eligible to receive UIB" and redesigned (section A).

- Added space (section B) to list employment history for past five years. The completion of this section can be omitted if answer to No. 9A is yes.

- Moved chart for checking quarters for work or training to the county use column (formerly No. 14). This section is to be completed by the EW based on the data provided by the applicant.
- Added check boxes to record whether case is federal or nonfederal.

Page 3 - INCOME/EXPENSES - This page has been designed exclusively for the purpose of listing all income whether earned or unearned. The design and rewording of this section should make it easier for the applicant to complete and the EW to use.

Item 10. (Formerly 12 A, 1-21 and 12 B) Redesigned section and rephrased question on income.

- Added examples of income sources: tax refunds, interest, public retirement, vacation pay, legal or accident settlements, dividends and royalties.
- Added public assistance as a possible source of income (formerly No. 11). Main question asking if applicant has received aid previously was reworded and added to CA 1 application.

Item 11. (Formerly No. 12A 22.) Redesigned in-kind income section and made it a separate question.

- Added space in county use column to show total in-kind income value and check boxes to indicate if earned or unearned.

Item 12. (Formerly No. 13(A)(B) and (C)) Redesigned income and work expenses section. Section was designed for computation of income and work expenses for one person only. In those rare situations where more than one person is working, it is recommended to photocopy this page and attach it to the form.

- A. Added "self-employed" and "occupation" items.
- B, C, D. Redesigned to improve collection of information.
- E. Added the statement, "Is there anyone in your home who can babysit for you?"
- F. (Formerly 12C) Changed format and language of child/spousal support question so the essential data taken from the court order can be recorded by the EW in the county use column. This feature should avoid applicant confusion.

Page 4 - PROPERTY

Item 13. (Formerly No. 15) Redesigned section by using check box format. The explanation columns should be easier to complete and provide better data.

Item 14. (Formerly Nos. 8 and 15) Combined all insurance questions within an improved format.

- Added "coverage code" and "total CSV" items in county use column to assist EW document the appropriate information.

Item 15. (Formerly No. 16) Redesigned motor vehicle section.

- Added preprinted box in county use column to indicate (up to 3 vehicles) vehicle class, value of each, total net value, and if used for an approved plan of employment.

Item 16 (Formerly No. 17) Redesigned and reworded section for collecting personal property items information for clarity.

Item 17. (Formerly No. 18) Redesigned real property section.

- Added in county use column an item to assist EW to compute net value of property owned (assessed value less encumbrances).

Item 18. (Formerly No. 19) Deleted examples of real estate and personal property and added "If yes, explain what and when" in order to improve the collection of information.

Page 5 - CERTIFICATION PAGE

Item 19. (Formerly No. 9) Rephrased question about prior month medical expenses. This should enable EW to obtain expenses for the current month and the three months prior to month of application. This will ensure that all applicants potentially eligible for this coverage are given the opportunity to apply. All other information currently collected was removed from this section, since it is collected on the required MC 213.

- Added MC 213 check box in county use column.

Item 20. (Remains No. 20) Changed special needs section by using check box format and consolidated all special and nonrecurring needs within one section.

- Added check boxes to county use column for verification of special and nonrecurring needs.
- Added the statement "complete the rest of this page in the presence of an EW."
- Rephrased certification statement.
- Added "county where signed" box to signature block to obtain the jurisdiction where signed to ensure a complete penalty of perjury statement.
- Relocated and redesigned social services section as follows: reworded CHDP question to clarify. EWs must make sure that both



questions A1 and A2 are answered. All referrals for CHDP services or more information should be made in accordance with local county procedures; added other "services" examples which the applicant/recipient may be eligible for; standardized "CHDP," "Family Planning" and "Other Services Referral" block in county use column to document what required information was given and what referrals were made; and improved overall language to communicate better.

- Added a county use section summarizing the eligibility determination.
- Added signature blocks for the EW and EW Supervisor.