

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



January 23, 1996

ALL-COUNTY INFORMATION NOTICE NO.
I-04-96
TO: ALL COUNTY WELFARE DIRECTORS

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 COSS

SUBJECT: SAWS 2A (11/95), SAWS 2 (10/95), AND TEMP 2110 (10/95)

REFERENCE: All County Letters (.ACL) No. 95-74, 95-61, 95-57, 95-49, 95-38, 94-91, and 90-77; All County Welfare Director's Letter of October 30, 1995; All County Information Notice (ACIN) I-61-95; Budget Act or Fiscal Year (FY) 1995-1996; and The Americans with Disability Act (ADA); August 1994 State Appellate Court decision in *Crespin v. Coye*; *Sawyer v. Anderson* and the Department of Health Services (DHS) All County Welfare Director's Letter (.ACWDL) 95-63

This notice provides you with new versions of the following forms:

- SAWS 2A (11/95), Rights, Responsibilities, and other Important Information for Cash Aid, Food Stamps, and Medi-Cal/State-Run County Medical Services Program (CMSP)
- SAWS 2 (10/95), Statement of Facts for Cash Aid, Food Stamps, and Medi-Cal/State-Run County Medical Services Program (CMSP)

Also enclosed is the TEMP 2110 (10/95), Cash Aid Lump Sum Notice, a new document that can be used for informing recipients of the Lump Sum rule independent of the SAWS 2A.

On the SAWS 2 and SAWS 2A program information is updated, text is simplified, and some sections are reformatted. Work incentive information is referenced prominently throughout the SAWS 2A. There is information about "Work Pays, along with details on work support provisions, including Greater Avenues for Independence (GAIN), the California Alternative Assistance Program (CAAP), Supplemental Child Care Program (SCC), Transitional Medi-Cal (TMC), Transitional Child Care (TCC), etc.

Other SAWS 2A changes update program information to address Cal-learn and new Transitional Child Care regulations; the process to obtain reasonable accommodation (as required by the ADA); family planning services; and new Food Stamp (FS) regulations relating to child support and medical deduction reporting changes. In addition, the materials have been revised to address a fraudulent

application problem identified in the strategic plan, "Bringing Integrity to Welfare in California." Clients are informed that unannounced home visits and the viewing of family members will occur, and that Aid to Families with Dependent Children (AFDC) Intentional Program Violation (IPV) penalties will stop benefits for two years, four years, or forever, if they submit multiple applications or submit documents for nonexistent or ineligible children.

SAWS 2 changes include updating questions, County Use Only sections, the Child Health and Disability Prevention Program (CHDP) and the Family Planning Services narratives, and the Certification section.

For information about the new FS reporting changes, see ACL 95-49 for the child support deductions and ACL 95-57 for medical deductions. See Attachment A for an outline of the changes on the SAWS 2A (11/95) and SAWS 2 (10/95).

Counties can use the TEMP 2110 if they want to provide an AFDC recipient with information about the Lump Sum rule independent of the intake or redetermination process (when a SAWS 2A is provided). Additionally, the TEMP 2110 can be provided to any individual or organization that requests information about the Lump Sum rule.

IMPLEMENTATION OF OTHER REGULATIONS

- oo ACT. 95-74 transmitted emergency regulations to Implement new TCC provisions and the new AFDC Intentional Program Violation (IPV) penalties. The new TCC provision expands benefits to a recipient whose cash aid or CAAP is discontinued because he/she married or reunited with their spouse and no longer meets the deprivation requirement or has increased income, assets, or both. The duration of the IPV penalty is lengthened for serious offenses involving multiple applications and the submitting of documents for nonexistent or ineligible children.
- oo Because of the Sawyer v. Anderson Court Case, Temporary Workers Compensation (TWC), which is also known as Temporary Disability Indemnity Payment (TDI), is now treated as earned income in the AFDC and Medi-Cal Programs. The implementation plans were transmitted in ACL 95-61 for AFDC and DHS's ACWDL 95-63 for Medi-Cal. TWC will continue to be treated as unearned income in the FS Program.
- oo Informing narrative for self-employment compatibility for the AFDC and FS Programs and the new FS Intentional Program Violation penalties for firearms, ammunitions, explosives or controlled substances will be incorporated on the SAWS 2A. Self-employment compatibility and the new FS IPV penalties are expected to be implemented in the first quarter of 1996.
- oo The Department of Health Services (DHS) will implement the August 1994 State Appellate Court decision in Crespin v. Coye later this year.

STOCK

The SAWS 2 will be a master only. SAWS 2As may be ordered from the CDSS Warehouse according to the forms ordering procedures in the County Forms Catalog upon receipt of the Notice of Change Form (GEN 127), which is issued when stock is available.

Counties are advised to limit the amount of stock on hand for these two forms. The SAWS 2/SAWS 2A are expected to be revised again in the next few months to incorporate narrative for self-employment compatibility, the new FS IPV penalties, and/or when Crespin is implemented by DHS.

CAMERA-READY COPIES

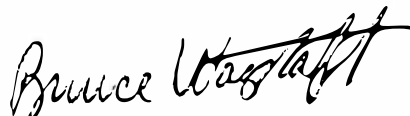
Counties that need a camera-ready copy of the SAWS 2A, SAWS 2, and/or TEMP 2110 may call: for English and Spanish: the Forms Management Unit at (916) 657-1984 or CALNET 437-1984; for Asian language (Chinese, Cambodian, and/or Vietnamese) versions: the Language Services Bureau at (916) 654-1282 or CALNET at 464-1282 or they may FAX their request to (916) 657-3429 or CALNET at 473-3429.

CONTACTS:

If you have any questions or need further information, please contact the following staff regarding the specific program areas:

- o SAWS forms, the TEMP 2110, or this notice: Elizabeth Allred (916) 657-3350 or CALNET at 473-3350;
- o Food Stamp Program: Melissa Buchanan at (916) 654-8467 or CALNET at 464-8467
- o Asian/Spanish translations: Shirley LuKung, at (916) 654-1277 or CALNET at 464-1277.

Sincerely,



BRUCE WAGSTAFF
Deputy Director
Welfare Programs Division

Attachments

c: CWDA
Frank Martucci, Department of Health Services

CHANGES COMMON TO THE SAWS 2A AND SAWS 2

- o A "Work Pays" Logo is added to the first page of each form.
- o The terms "Full Medi-Cal" and "Restricted Medi-Cal" are replaced by "Full Medi-Cal/ State-Run County Medical Services Program (CMSP)" or "Restricted Medi-Cal/ State CMSP."
- o See "Medi-Cal/CMSP Changes" below for descriptions of the specific changes for each form.
- o See "AFDC IPV Penalties" below for the specific narrative for each form.

SAWS 2A

OVERVIEW

- o Font sizes are standardized for main and sub headings. New Page 3 provides "Work Pays" informing. Subsequent pages are renumbered. Pages 1, 2, and new Page 6 are reformatted to improve the flow of information. "Your Rights" on Page 1 and "Your Reporting Responsibilities" on new Pages 5 and 6 are numbered sequentially.
- o The name of the form "Important Information for Applicants and Recipients for Cash Aid, Food Stamps and Medical Assistance" is revised to "Rights, Responsibilities and Other Important Information."

PAGE 1. INTRODUCTION AND YOUR RIGHTS

- o Medi-Cal/CMSP Changes: title of form is revised.
- o The introductory narrative is reformatted and streamlined.
- o Item 1 is revised to update the narrative and the mailing address for the State Civil Rights Bureau.
- o Item 8: the sentence that begins "If we think you might be eligible, you will get.." is changed to "If we think you might be eligible to get them right away, you will get..."
- o Item 13 is revised to update the narrative.

PAGE 1, CONTINUED

- o Item 14: Narrative is changed to "To ask to have your Food Stamp I.D. or Medi-Cal Benefits Identification Card (BIC)...or Food Stamp coupons replaced if lost in the mail, damaged, or destroyed. Your BIC may also be replaced if lost or stolen.... "
- o Item 17: the last line is changed from "...high use of utilities" to "high utility bills... "
- o Items 20-24: Narrative for complaints and state administrative hearing requests is reorganized and updated. Information about hearing requests for State CMSP issues is incorporated.

PAGE 2, YOUR RESPONSIBILITIES

- o The subset title, "Systematic Alien Verification for Entitlements (SAVE)," is changed to "Citizenship/Immigration Status."
- o "Social Security Number (SSN) Rules"

Old paragraph three regarding Income Eligibility and Verification System (IEVS) informing is relocated as the first paragraph.

New paragraph two provides new AFDC informing: "For cash aid, you must give the county your SSN(s) or proof of application for a SSN within 30 days of application and give the SSN to the county when you get it."

- o "Cooperation" narrative is added: "A county worker can come to your home at any time to check out your facts, including seeing each family member, without calling ahead of time."
- o "Child/Spousal and Medical Support"

- The "Cash Aid Only" labelling is deleted as this section also applies to Medi-Cal/ State CMSP.
- Narrative is changed to "District Attorney/Family Support Division (DA/FSD)."

New bullet two adds the requirement to "tell the county or the DA/FSD anytime you get information about the absent parent, such as place of residence or work location."

The narrative "on or after this date" is deleted from bullets 5 and 6.

PAGE 2, CONTINUED

- o "Benefits Identification Card (BIC)"

The acronym "BIC" replaces the term "Medi-Cal card" in all bullets.

The bullet beginning "To never throw your BIC away" is resequenced as the second bullet. Boldfaced type is used for emphasis.

PAGE 3, WORK PAYS, AND PAGE 4, LUMP SUM (OLD PAGE 3)

- o New Page 3 provides information regarding "Work Pays" for the AFDC applicant/ recipient. Narrative on this page has been edited and reformatted as a "Work Pays" informing poster (TEMP 2109). A copy of and information about the TEMP 2109 was transmitted in ACIN I-61-95.
- o New Page 4: the Lump Sum Notice has a new look and revised narrative. This page has been reproduced as a flyer, TEMP 2110, Cash Aid Lump Sum Notice. The TEMP 2110, which is available in a camera-ready format for county printing, is designated a "Recommended Form." However, narrative on the fom is designated "Required" and may not be edited without prior approval by CDSS.

PAGE 5, YOUR REPORTING RESPONSIBILITIES (OLD PAGE 4)

- o There were minor narrative changes in the "How You Must Report" sections for "Food Stamp Monthly/Non-Monthly" and for "Medi-Cal/State CMSP."
- o The section "What You Must Report" is retitled to "When You Must Report."
- o Item 1 is revised to add "Unemployment Insurance Benefits (UIB)."
- o New Item 2 adds "Anyone gets child/spousal or medical support money." On the prior revision the term "medical" was included with the bullet beginning: "Anyone has expenses that are paid for in total or in part..." See new Item 12.
- o Item 5 is revised to add "For Food Stamps Only, any child up to age 22 or any adult who starts or stops school/training (elementary through college)."
- o Item 8 adds a third sentence: "You must also ask for State CMSP, if it is available in the new county."
- o Items 17 and 19: narratives are streamlined.

**PAGE 6. YOUR REPORTING RESPONSIBILITIES (CONTINUED): WORK INCENTIVES:
AND OTHER IMPORTANT INFORMATION (OLD PAGE 5)**

- o This page is reformatted to list all Food Stamp (FS) reporting items in column 1.
- o New Items 23 and 24 combine and streamline narratives regarding optional reporting requirements for FS.
- o Item 24 is revised to insert narrative for the new FS reporting requirements for medical expenses.
- o FS subheadings for Items 25-35: "You May Report If" and "You Must Report If" are changed to "You May Report When" and "You Must Report When."
- o Item 33 is revised to parallel the wording in Item 15 on Page 5: "Anyone's physical or mental illness begins or ends."
- o "Work Incentives" - subset headings in this new section provide informing on "Earned Income Disregards" and child care programs, such as Non-Gain Education and Training (NED Program, California Alternative Assistance Program (CAAP), etc.
- o "CAAP," "Transitional Child Care (TCC)" and "Transitional Medi-Cal (TMC)" - narratives are streamlined and updated.
- o TCC narrative is updated and streamlined. Informing regarding the extension of TCC benefits to a recipient who gets married or back with their spouse is added..
- o The "Other Important Information" section is relocated after "At Risk Child Care Program (ARCCP)."
- o "Trustline Rules" - the subheading and informing narrative for "Trustline Registration" are added.
- o "Women, Infants, and Children (WIC) Supplemental Program" informing is added.

PAGE 7. OTHER IMPORTANT INFORMATION (CONTINUED) (OLD PAGE 6)

- o "Work and Training Rules" - narrative in the first paragraph is reorganized to specify types of required activities: such as "GAIN, NET, Cal-Learn, or the Food Stamp Employment Training Program." The third bullet in the third paragraph is revised to "Go to training or educational programs.... "

PAGE 7, CONTINUED

- o "Penalties" - The bullet "Deny your application(s)" is deleted. The bullet "Stop your Medi-Cal" is deleted. New bullet one now reads "Change the amount of your cash aid and/or food stamps."
- o "Cal-Learn" - The paragraph title and narrative are added to provide Cal-Learn informing.
- o "Resources and Property" - The first bullet is changed from "age 65" to "age 55." Remaining narrative in this bullet is updated.
- o The subheading title "Aid Under the Federal AFDC-U Program" is changed to "Unemployed Parent." The remaining narrative is updated and reformatted.

PAGE 8, PENALTY WARNINGS AND CERTIFICATION {OLD PAGE 7}

- o MC/CMSF changes: the Applicant/Recipient signature block is revised.
- o "Penalty Warning" is renamed to "Penalty Warnings" and is now a main heading. The subheading "All Programs" is deleted. All paragraphs in this section are now in bold font.

"Disqualification Penalties" - the subheading is reformatted.

New AFDC IPV penalties informing is added: "If you file two or more applications for cash aid at the same time or give the county false proof for an ineligible child or a child that does not exist, your cash aid can be stopped for 2 years, 4 years, or forever."

The fourth paragraph: "These penalties..." is changed to "These disqualification penalties..."

The paragraph beginning: "In addition to disqualification penalties...." is deleted, as the "other penalties" of "fines and/or imprisonment" are discussed in column 1.

- o The "Certification" section is substantially reformatted to simplify and streamline the Applicant/Recipient and Eligibility Worker sections. Additional changes include:
 - adding references to the Gain Informing Document (GAIN 53) and Medi-Cal form, MC 219.
 - deleting the narrative referring to Medi-Cal forms: "MC005, MC007, and MC009."

PAGE 8 CONTINUED

- shifting the "Date" box to the far right of each signature line to enlarge the applicant/recipient signature box so that all narrative can appear on one line.
- restructuring the eligibility worker's section so that the worker's signature would "certify" that, if appropriate, he/she gave the applicant/recipient a copy of the Lump Sum Notice, GAIN Informing Notice, and/or the MC 219. This new format eliminates the need for the worker to initial the "Lump Sum" line as shown on prior revisions.

SAWS 2

PAGES 1 AND 2

- o MC/CMSP Changes: the title of the form and instructions on how to complete the form in the first bullet on page 1 were revised. Items 2 and 3 for "Type of Aid Requested" were revised to add "StateCMSP."
- o County Use Only (CUO) for Item 3: the "Declaration of Paternity Completed" section is deleted. Forms in the CA 2.1 series for the Office of Child Support will be revised at a later date to incorporate information about this declaration.
- o CUO at the bottom of Page 1: "FS/Work/Training Exemptions" - "Exemption b" is revised to "Mentally/physically unfit for work."
- o Item 4 is reformatted to obtain a "Yes/No" response.
 - Narrative is changed to "Does the other parent(s) of the child(ren) or unborn live with you? If NO, explain below."
 - Subset item titles changed to "Name of Parent" and "Give the Reason the Parent Does Not Live in the Home."

PAGE 3

- o CUO for Item 6A: Narrative and checkboxes for documenting foster child/caretaker relative's (CR) aid status for AFDC-Family Grant (FG). See ACL 94-91 regarding the rule change for CR eligibility for AFDC-FG when a dependent child(ren) is eligible for foster care benefits.

PAGE 4

- o Item 13: Subset items A and B (regarding room and board) are reversed.
- o CUO for Item 16: Narrative for documenting status for two students is reconciled and standardized.

PAGE 5

- o Item 19 is reformatted to label the subset individuals as Person "A" and Person "B" to parallel the new CUO format for Item 19: "Earnings and Expenses" summary.
- o CUO for Item 20A: narrative and checkbox are added to annotate when "Trustline Informing" is provided. See ACL 95-38, which is released by the Child Care Programs Section, for information about county informing requirements.
- o Item 20B: "SCC" [Supplemental Child Care], "CAAP" [California Alternative Assistance Program], and "Cal-Learn" are added as examples of reimbursed child care costs.
- o CUO for Item 23: "YES/NO". narrative and checkboxes are deleted.

PAGE 6

- o CUO for Item 25 regarding selection of the Head of Household is deleted.
- o CUO for Item 26A and 26B: the second checkbox is revised to "Currently receiving/ Got/or UIB eligible in last 12 months."

PAGE 7

- o No changes.

PAGE 8

- o Item 30A: Narrative in bullets 1 and 2 are combined to "Include all resources owned, used, controlled, shared or held jointly with persons listed in [Items] 2 or 3 and anyone else (even for convenience only)."
- o CUO for Item 30: A checkbox and narrative are added to document a "Restricted Account."
- o Item 32 - The third subset item is revised to clarify the need for both the purchase price and current value of an listed piece of property.

PAGE 9

- o Item 34 - The subset question "How Do You Use the Vehicle?" is reformatted. The checkbox response choices add: "For work, self-support/self-employment," "Needed for disabled household member," and "To get household's fuel or water."
- o CUO for Item 34: FS Only changes:
 - "(A)" is revised to add "primary transportation to get fuel/water."
 - "(C)" is revised from "Minus \$4500" to "Minus \$_____." Workers can annotate the correct amount of the deduction.

PAGE 10

- o No changes.

PAGE 11

- o New Item 44C adds the cash aid only question: "Is anyone getting In-Home Supportive Services (IHSS)? If YES, who."

PAGE 12

- o Item 46A: the "Child Health and Disability Prevention Program (CHDP)" now provides for separate "Yes/No" responses to the request for "medical" and "dental" services.
- o Item 46D: narrative now specifies some of the services available through Family Planning Services and the contact phone number for the applicant/recipient to obtain "facts and location of confidential family planning clinics."

.o Certification Section

The third sentence in the introductory paragraph is changed from "...and/or stopping my benefits for a period of time or forever" to now read "and/or stopping my benefits for 6 months, 12 months or forever."

Narrative for the new AFDC IPV penalties are: "I also understand that if I file two or more applications at the same time or I give the county false proof for an ineligible child or a child that does not exist, my cash aid can be stopped for two years, four years, or forever."

PAGE 12 CONTINUED

New bullet 5 adds "I or other family members will be required to repay any cash aid I should not have received."

The spacing for the "Signature" blocks is equalized.