

DEPARTMENT OF SOCIAL SERVICES

744 P Street. Sacramento, CA 95814

November 6, 1997

ALL COUNTY INFORMATION NOTICE NO. I-70-97



TO: ALL COUNTY WELFARE DIRECTORS

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: ELIGIBILITY AND GRANT FORMS TO IMPLEMENT THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM

REFERENCE: ASSEMBLY BILL (AB) 1542, Chapter 270, Statutes of 1997, ACIN I-51-97; ALL COUNTY LETTERS (ACLs) NO. 97-59, 97-65, 97-66, 97-67, 97-68, 97-69, 97-70, 97-71

The purpose of this letter is to provide the counties with CalWORKs forms and forms-related materials for implementation of the provisions of AB 1542, Chapter 270, Statutes of 1997, effective January 1, 1998. This letter consolidates all necessary forms and forms-related materials. It includes materials transmitted under separate cover in the CalWORKs implementing ACLs. See Attachment A for a list of the materials included. Provided are forms, informing notices, suggested informing language, and standardized forms-related information, including an outline of the specific changes to the included documents; instructions on how to obtain translations and camera-ready copies, etc.

The CA forms numbering series is being phased out and replaced with the new CW forms series; for example, the CW 40 replaces the CA 40. This letter transmits the initial copy of the following forms:

- CW40 CalWORKs Reduced Income Supplemental Payment (RISP)
- SAWS I Coversheet and Application for Cash Aid, Food Stamps, and Medi-Cal/State County Medical Services Program (CMSP)
- SAWS 2 Statement of Facts for Cash Aid, Food Stamps, and Medi-Cal/CMSP
- SAWS 2A Rights and Responsibilities and Other Important Information

This letter also transmits copies of documents previously released in other CalWORKs implementing ACLs:

<u>Form Number</u>	<u>Form Name</u>	<u>Released in ACL</u>
• CW 30	CalWORKs Budget Worksheet (Corrected)	97-59
• TEMP CW 100	Informing Notice for Grant Structure (Corrected)	97-59
• TEMP CW 101	Informing Notice for Immunizations	97-70
• TEMP SL 1	Property/Resource Limits	97-66
• TEMP SL 2	Restricted Accounts & Transfer of Assets	97-66
• TEMP SL 3	Overpayment Collection & Voucher/Vendor Payments	97-66
• TEMP SL 4	School Attendance	97-70
• TEMP SL 5	Failure to Cooperate with Child Support and 60 Month Time Limit	97-65

CONTACTS

If you have any questions or need further information regarding the forms-related issues in this letter, please contact the following staff regarding the specific program areas:

- This letter and the attachments: Elizabeth Allred at (916) 657-3350/CALNET at 437-3350 or Donna Morgan at (916) 654-5709/CALNET at 464-5709;
- Food Stamp Program: Melissa Buchanan at (916) 654-8467/CALNET at 464-8467;
- Asian/Spanish translations: Shirley LuKung at (916) 654-1277/CALNET at 464-1277;
- Medi-Cal: Kveta Simon at (916) 657-2767/CALNET at 437-2767.

Sincerely,


CURTIS HOWARD, Acting Chief
CalWORKs Program Branch

Attachments

- c: CWDA
Frank Martucci, Department of Health Services

ATTACHMENT A - LIST OF ATTACHMENTS

<u>ATTACHMENT</u>	<u>SUBJECT</u>
B	Forms-related information
C	SAWS 1 and SAWS 2
D	SAWS 2A
E	CW40
F	CW30
G	TEMP CW 100 and TEMP CW 101
H	TEMP SL 1, 2, 3, 4, 5

ATTACHMENT B - FORMS RELATED INFORMATION

OVERVIEW INFORMATION

- Ancillary forms needed to implement CalWORKs will be revised and transmitted to the counties on a flow basis. These forms include supplemental application forms, such as the CA 8/CA SA, Add a Person, and CA 7/SAWS 7 Monthly Eligibility/Status forms. When released, however, they will be renumbered as the CW S/CW SA and CW 7/SAWS 7 respectively.
- In addition to changes on forms for CalWORKs and Welfare-to-Work implementation, the SAWS 2 and SAWS 2A are revised to incorporate changes for Food Stamps (FS) and Medi-Cal.

CHANGE IN FORMS DESIGNATION

County Welfare Departments (CWDs) are advised that the forms designation for the SAWS I, SAWS 2, SAWS 2 A is changed from "Required Form - No Substitute" to "Required Form - Substitute Permitted." However, CWDs must obtain prior approval from the California Department of Social Services (CDSS) before implementing a modification of or substitution to these and other "Substitute Permitted" forms. For CalWORKs and/or FS Programs changes, the procedures for submission of a change request are outlined in Management and Office Procedures Regulations 23-400.22 and Food Stamp Handbook Regulations 63-1250. For Medi-Cal changes or substitutions, CWDs should forward requests to the Department of Health Services, Medi-Cal Eligibility Branch.

The forms designation for the other documents released in this package is changed from "Required Form - Substitute Permitted" to "Recommended." Counties may edit or reformat these documents as long as they comply with any mandated informing requirements specified in any CalWORKs implementation ACL or ACIN.

TRANSLATIONS AND CAMERA-READY COPIES

Attachment G contains copies of the Spanish and Asian language translations for the TEMP SL 1, 2, 3, and 4. Counties should call the Forms Management Bureau at (916) 657-1907 or CALNET at 437-1907 for camera-ready copies of any form, informing notice, and/or suggested informing narrative in the following languages: English, Spanish, Chinese, Cambodian, and Vietnamese. However, counties that have provided Language Services Bureau with a county contact and the specific languages needed in their county will automatically be sent those languages as soon as the document (form/informing narrative/NA form/NOA messages) is translated.

STOCK

State produced stock for the SAWS 1, SAWS 2, SAWS 2A, and CW 40 is expected to be available December 10, 1997. Stock of the Spanish language versions of the SAWS 1, SAWS 2, SAWS 2A 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), that is issued when stock is available.

ATTACHMENT C - SAWS I and SAWS 2

SAWS I OVERVIEW

- CalWORKs replaces the term/acronym for Aid to Families with Dependent Children/AFDC.

SAWS I COVERSHEET

- Information about the Diversion program is added to the coversheet and a definition for Diversion is added to Page 2, column I.
- The information and definition of California Alternative Assistance Program (CAAP) is deleted.
- The Intentional Program Violation (IPV) section on page 2, column 2, is revised to update the narrative to include the new "five" year penalty for certain types of fraud under CalWORKs.
- The "STATE HEARING" section is reformatted for clarity.

SAWS I APPLICATION

- Item 9 is revised to include diversion as an example of aid previously requested or received.
- A checkbox in the County Use Only (CUO) section is added for Diversion processing.

SAWS 2 OVERVIEW

- The SAWS 2 (1/98) replaces both the JA 2 (4/97), Application for Cash Aid and Food Stamps, and the SAWS 2 (10/96), Application for Cash Aid, Food Stamps, Medi-Cal/CMSF.
- Some questions and CUO sections are deleted, reformatted, or expanded.
- Some changes parallel changes that were previously implemented on the JA 2 (4/97).
- CalWORKs replaces the term/acronym for Aid to Families with Dependent Children/AFDC.
- "Welfare-to-Work" or "Work" replaces the term/acronym for Greater Avenues for Independence/GAIN.
- "PAGE" numbers refer to placement on the SAWS 2 (1/98). "New Item" number refers to the question number on the SAWS 2 and the old item number refers to the SAWS 2 (10/96), not the JA 2.

PAGE I

New Item 1B

- New item 1B is added to obtain homeless status for Food Stamps (FS).

New Item 2

- The subset item for "SEX" is relocated to the line with "BLIND, DEAF, DISABLED" and "PREGNANT."
- The CUO section at the bottom of the page is reformatted to parallel the changes on the JA 2. New FS characteristics are added to column 1 and the "ABAWD [Able Bodied Adults Without Dependents] EXEMPTIONS" are added to column 3. The "GAIN EXEMPTIONS" are renamed "WORK EXEMPTIONS" and relocated to column 4.
- Exemption categories are revised: column 2, item c is changed to "Mandatory participant in Welfare-to-Work activities;" and column 4, line 03 is changed to "Disability"; old lines 05, 06, 10, and 11 are deleted; old line 07 is renumbered to 05; old line 08 is renumbered to 06 and revised to "Care of Child 6 months or under"; old number 09 is renumbered to 07; and old item 12 is renumbered to 08 and revised to "Nonparent Relative Caretaker (Limited)."
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New Item 2 and New Item 3 (on Page 2)

- The "CITIZENSHIP/IMMIGRATION" section is revised to "CITIZEN/ NON-CITIZEN." Checkbox items for the individual's status are revised to reflect current needs for the three Programs.
- The CUO section to the right of the page is updated and reformatted. The acronym "NON-AU" [Assistance Unit] replaces "SFU" [Standard Filing Unit]. The Verification section is updated. (See ACL 97-59 for information regarding AU and NaN-AU family members.)

PAGE 2

New Item 3

- The CUO section is revised to add "CA 2.1/CA 371" and "not in home, 18-21 & tax dependent]" for MCO.

PAGE 3

New Item 8

- The FS label for this item is deleted as these questions are not relevant for FS.
- New Item 8F and the CUO section documents family member(s) that enter the U.S. on "a border crossing card or visa."

New Item 9

- The CUO section is revised to add checkbox items for Medi-Cal (MC): "Tax Dependent Letter Sent" and "CA2.1."

New Item 10

- **Added narrative for FS regarding ABAWD work requirements.**

PAGE4

New Item 13

- **Item 13A: "NAME" is revised to "NAME OF PERSON YOU PAY."**
- **Item 13B: "NAME" is revised to "NAME OF PERSON WHO PAYS YOU."**

New Items 14-15

- **The checkbox formats are changed to bullets to parallel the DFA 285-A2.**
- **The "Meals on Wheels" item is deleted in item 15.**

New Item 16

- **A new question regarding regular school attendance for school age children is added for CA [cash aid].**

New Item 17/Old Item 16

- **The question in 17A is revised to add narrative to specify age requirements for MC.**
- **The CUO section in 17B is revised to add a check box for the MC 210 S-E.**

New Items 18A and B/Old Item 17

- **Narrative in new item 18A is changed to "under the age of 20..."**
- **New item 18B adds a new question to acquire information regarding any prior participation in Cal-Learn.**
- **The item is reformatted to delete the subset information for a second child.**
- **CUO section is updated.**

New Item 19/Old Item 23

- **The item regarding strikers is relocated from page 5. Old item 18 is relocated to Page 6, new item 27.**

PAGE 5

New Item 20/Old Items 19 and 22

- **Old items 19 and 22 are reformatted and combined into new item 20.**

- The self-employment subset and CUO sections are revised to include checkboxes for cash aid and food stamps regarding the client's choice for figuring business expenses by either the standard 40% deduction or actual expenses.

New Item 21/Old Item 20

- The CUO section for item 21A is revised for the Child Care Program (CCP) to add "(CCP 2)" after "Trustline Informing;" and add "Health and Safety Certification (CCP 5)."
- "Dependent. Care Eligible" chart in the CUO section for 21A is revised to delete "CA," as eligibility for child care is not determined by the eligibility worker.
- The first sentence in 21B is reworded The second sentence is revised to delete the specific CCPs eliminated under CalWORKs.

New Item 22/Old Item 22

- The "CA" label is deleted as this information is no longer needed for CA.

PAGE 6

Old Item 25

- The item regarding FS head of household is deleted.

New Item 25/Old Item 26

- The narrative in the first line is revised to obtain a "24 month" rather than "5 year" work history.
- A third bullet is added "Begin with each person's most recent job or training." This bullet replaces duplicative narrative in subsets A and B: "Begin with this person's"
- Subset items A and B are reformatted, including reducing the number of subset items for prior jobs/training from eight to six, to provide more white space.
- The CUO section to the right of the page is revised to allow space for new items 26 and 27 below. "Principle earner" is abbreviated to "PE" at the top of the column "PE/UIB Requirements." Items below the chart are reformatted to eliminate the repeating of the information for persons A and B.
- The CUO section at the bottom of the page is reformatted to delete the chart/ references to the determination of federal eligibility under the old AFDC program.

New Item 26

- A self-certification section for non-citizens is added for FS. This section acquires information on non-citizens who have established quarters of coverage by working in the U.S. [United States] or for a U.S. company.

New Item 27/Old Item 18

- The military service question is relocated after new item 26. Subset items are revised and reformatted to facilitate determination of eligibility for non-citizens for FS.
- A new checkbox is added to the CUO section for FS to Document a non-citizen's honorable discharge (from the U.S. military).

PAGE 7

New Item 28/Old Item 26A

- Column 1: "Social Security Benefits, SSI [Supplemental Security Income]" are combined with the first subset item, "Disability;" and "Loans, gifts, contributions" from column 2 is relocated to the prior "SSI" line.
- Column 2: The "Veterans Administration" and the "Military Allotment or pension" items are combined under a heading "Service Connected Benefits." New items include adding: "sick leave" to the "Other pension or disability" item; "Native American per capita payments;" and "gambling" to the "Winnings" line. The "Income from rental property" is deleted as this information is now acquired in new item 30.

New Item 29/Old Item 27

- The column for "Free and Exchange" is reformatted to eliminate the individual checkboxes.

New Item 30/Old Item 28

- Subset information for "USE" is reformatted to "HOW DO YOU USE THIS PROPERTY?" Checkboxes for specific types of use are listed.
- A column is added to obtain the amount of any "RENTAL INCOME."
- The item and CUO section is reformatted to obtain information on two pieces of property.
- The CUO section is revised to add YES/NO checkboxes for "Listed for Sale."

PAGE 8

New Item 31/Old Item 29

- Instructive narrative is revised and combined into one sentence.
- The second item in column 2 is revised to add "Native American or other."

- "Long term care insurance" (for MC) is inserted between "Life estate interest..." and "Other."
- Subset A is reduced from acquiring information on four items to two items because of spacing considerations.
- The subset sections for 31 A and B are reformatted to identify "Business Related" items.
- The CUO section regarding Burial Trust is revised to add "Amount owed \$ _____."

New Items 33 A and B/Old Item 31

- Reformatted the property item to separate personal property information in item 33 A and business property in 33B. Information is obtained for four items each for personal and business property.
- Narrative in 33A is revised to clarify the information needed for the three programs.
- Subset information in 33A is revised to delete information on listed items obtained as a "GIFT."
- In the CUO section: the "Total Countable Property" totals are revised to combine CA with FS as provided by the new CalWORKs property regulations. Additionally, inserted are YES/NO checkboxes to document when the property(s) is "Listed for Sale."

PAGE9

New Item 34A/Old Item 32A

- Narrative in the parenthesis is revised from "2 years" to "12 months" for CA and from "3 years (36 months)" to "2/12 years (30 months) for Medi-Cal."
- In the CUO section, under "Closed Bank Accts" [accounts] a checkbox is added for "CA in the last 24 months" and the narrative for the third checkbox is streamlined to "Medi-Cal in last 36 months."

New Item 35/Old Item 33

- In the CUO section: the separate vehicle valuation section for AFDC is deleted and the FS vehicle valuation sections are labeled "CA/FS"; a column for a third vehicle evaluation for MC is inserted; and "YES/NO" checkboxes are added to identify when the "RV" [recreational vehicle] is used primarily as a home (for the MC Pickle Program).

PAGE JO

New Item 36

- A title "HOUSING COSTS" is added to the first column of the subset item in 36A.

- In 36B, narrative is added to the second sentence: "a relative or friend not living in the home." The first column is revised to read: "TYPE OF HOUSING COST." The second column is revised to read: "NAME OF PERSON WHO PAYS."

New Item 37

- The title "UTILITY COSTS" is added to the first column of the subset item.
- The third subset item in 37A is reformatted: The narrative "..or cook your food" is deleted in the first column; "YES/NO" checkboxes are added to the second column; and the remaining columns are shaded.
- In 38B, the first column is revised to read: "TYPE OF UTILITY COST." The second column is revised to read: "NAME OF PERSON WHO PAYS."

PAGE 11

New Item 39

- Narrative in the first line "make a payment for medical care services or" is deleted.

New Item 40, CUO section

- Added for FS are a checkbox for annotating when the DFA 285-C is provided to the applicant and narrative for the amount of gross premium paid by the applicant.
- Added for MC are checkboxes for "QMB [Qualified Medicare Beneficiary], SLMB [Specified Low Income Medicare Beneficiary], QDWI [Qualified Working and Disabled Individual]."

New Item 45B

- Add a new question for CA and MC: "Is there a child or disabled person in the household who needs care from another household member? If "YES" , explain."

New Item 45D

- Subset information is added to clarify "who gets [IHSSJ service." And a new subset item is added "How much do you pay each month?"

PAGE 12

New Items 47A and B

- Added for CA and FS are questions regarding felons and parole/probation violators (47A) and convicted drug felons (47B).

New Item 48/Old Item 45

- Narrative in the first line in 48A is revised to add: "Regular checkups and immunizations... " New bullet 2 adds the narrative " Do you want more information about immunization services?"
- The reference item number in 48C is changed from "45" to "48B and C."
- In the CUO only section a checkbox is added for "Social Services Referral (MCO).

PAGE 13

CERTIFICATION SECTION

- In column I the narrative for cash aid penalties is updated to reflect the new Intentional Program Penalties for CalWORKs.
- In column 2 the first bullet is revised to add "school attendance." The next to the last bullet is revised to read "...cannot get cash aid or food stamps." A new last bullet is added regarding convicted drug felons.

CUO SECTION

- The "REGULATIONS MET?" section: "Citizenship/Immigration Status" is revised to "Citizen/Eligible Non-Citizen." "FS ABAWDS" is added to the "Work Registration" line. The sections for CA and MC are shaded for "ABAWDs." Narrative regarding the referral for the HCO [Health Care Options] Presentation is updated.
- The table documenting CalWORKs case status: revises the "AFDC SFU Size" to "AU Size" and "NON-AU Size" and a checkbox is added in the third section line to annotate "Selects Diversion."