

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



November 7, 2002

ALL COUNTY LETTER NO. 02-90

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS**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: CHANGES TO THE CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CalWORKs) INTER-COUNTY TRANSFER
(ICT) REGULATIONS.

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) I-43-01.

The purpose of this All-County Letter (ACL) is to notify you of recent changes to the ICT regulations and to transmit a revised ICT Coordinators list. Also included are amendments to the Manual of Policies and Procedures (MPP), General Policies and Principles section related to non-discrimination. The regulations have been filed with the Office of Administrative Law and became effective August 22, 2002.

Background

The Supplemental Report of the 2000 Budget Act required the California Department of Social Services (CDSS) to submit a report to the Legislature on ways to improve the ICT process. This report, dated April 1, 2001, outlined recommendations to improve the current CalWORKs ICT process. In response to those recommendations, CDSS collaborated with county representatives and advocates to strengthen the ICT regulations, improve uniformity among counties, and facilitate a smooth transition for CalWORKs clients.

Summary of Regulation Changes

- Section 40-101.11 – amended to ensure that assistance is administered in compliance with all civil rights laws, rules and regulations of Division 21 (including compliance by contractors and sub-contractors) as required by federal and State law.
- Section 40-188.11 – amended to require the use of the Notification of Intercounty Transfer form to initiate the case transfer in writing.

- Section 40-188.12 – adds a provision to require that the first county inform the client of their responsibility to re-establish eligibility in the second county as soon as possible to avoid a break in aid.
- Section 40-188.13 – adds a specific seven-day timeframe by which the first county must provide documentation to the second county. The seven-day timeframe refers to working days and begins on the day the first county notifies the second county of the transfer.
- Sections 40-188.131 through .136 – amends the list of documentation to be sent by the first county to the second county by replacing the work history page with the Welfare-to-Work Plan, and adding the Maximum Family Grant informing notice or other documentation to verify that MFG informing requirements have been met. The acronym “AFDC” is replaced with “CalWORKs.”
- Section 40-188.16 – adds a provision instructing counties to discontinue the ICT case at the end of the transfer period.
- Section 40-188.21 – adds a provision to instruct the second county to send an appointment letter to the recipient which may include any forms needed to complete the redetermination process. This provision also adds a directive that counties are precluded from suspending or discontinuing aid for the recipient’s failure to keep their first appointment.
- Section 40-188.22 – adds provisions to clarify that the redetermination of eligibility must be based on continuing recipient criteria, the procedures counties must follow relative to the gathering of evidence as specified in MPP Section 40-126.3, and that eligibility determinations must be completed by the end of the transfer period.

Though not specifically addressed in these regulations, counties are reminded that any sanction or penalty that has been assessed against a recipient in the first county continues to apply in the second county until the sanction or penalty has been cured.

- Section 40-188.24 – amended to replace the acronym “AFDC” with “CalWORKs” and to eliminate redundant wording within the text.
- Section 40-190.2 through .222(a) – amended to replace the acronym “AFDC” with “CalWORKs.”

Forms/NOAs

- Informing message M40-195A (attached) may be used to inform recipients that they must re-apply for assistance in their new county of residence as soon as possible to avoid a break in aid.

- Counties are to develop their own appointment letter, as CDSS will not be issuing a standardized appointment letter at this time.

ICT Coordinators List

CDSS, along with the Department of Health Services, has developed a new ICT Coordinators list for the CalWORKs and Medi-Cal programs to assist counties with the transfer of cases. This list also includes contacts for other assistance programs such as Welfare to Work and Foster Care. For a Cal Learn ICT Coordinators list, please refer to ACIN I-18-01. These lists were created to provide county contacts to handle difficult or exceptional problems with ICT cases.

If you have any questions regarding the revised ICT regulations or have changes to the ICT Coordinators list, please contact Paulette Stokes at (916) 654-3386.

Sincerely,

*Original signed by
Bruce Wagstaff*

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachments

c: CSAC
CWDA