

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 30, 1984

ALL-COUNTY LETTER NO. 84-56

• TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FORMS FOR WILLIAMS V. WOODS RETROACTIVE REGULATIONS

REFERENCE: MPP SECTION 50-012

This letter transmits English and Spanish Supplemental Claim Forms, computation worksheets, and the Statistical Report form to be used in conjunction with the Williams v. Woods retroactive regulations. The attached forms are camera-ready copies; counties should reproduce sufficient quantities of each form.

SUPPLEMENTAL CLAIM FORM (TEMP 1612)

This form is to be used, in accordance with MPP Section 50-012.323, when no case record exists for a claimant or when an existing case record does not contain sufficient information to process a claim. It must be sent to claimants with the specified Notice of Action which will be transmitted to you in a forthcoming letter. Before sending the form, the county welfare department's name and address must be entered in the box in the upper right hand corner of the first page, and the date by which the form must be returned must be entered in the space provided in the instructions to the claimant, also on the first page. That date, in accordance with MPP 50-012.323, shall be 30 calendar days from the date the Notice of Action and Supplemental Claim Form are sent to the claimant. Please note that claimants who received AFDC during their entire claim period are not required to complete all questions on this form. The Supplemental Claim Form is a required form; no substitutions or revisions are permitted.

COMPUTATION WORKSHEETS (TEMP 1612 A,B,C,D)

Four computation worksheets are provided for counties to use to compute the retroactive payment. These worksheets accommodate computation of retroactive benefits on both a monthly and an annual basis. Please note that the decision to do this computation on a monthly or annual basis is not a county option. In accordance with MPP Section 50-012.51, the nature of the computation (monthly or annualized) shall correspond to the nature of information provided by the claimant.

Computation Worksheet A (Temp 1612A) is to be used in accordance with MPP Section 50-012.52 to compute retroactive benefits for claimants who received AFDC during their claim period. Complete as many sections as necessary to cover the entire period claimed. In cases where the amount of Old Age, Survivors, and Disability Insurance (OASDI) benefits previously counted and/or the OASDI benefits available in cash fluctuated frequently, it may be necessary to use more than one worksheet to cover the period claimed.

Computation Worksheet B (Temp 1612B) and the two Income Computation Worksheets (Temp 1612 C and D) are to be used, in accordance with MPP Section 50-012.53, to compute retroactive benefits for claimants who were denied or discontinued from AFDC during their claim period. These worksheets are not designed to do the income eligibility determinations, but instead are to be used to compute retroactive benefits for those claimants who are determined to be income eligible. Worksheet B has been designed to accommodate the most common cases, those which had as income only in-kind benefits and OASDI benefits. For those cases that also had earned or other unearned income and/or that paid child/spousal support, the computation of that net non-exempt income should be done on the appropriate Income Computation Worksheet (Temp 1612C or Temp 1612D) depending on whether the period claimed is before or after December 1, 1981. Counties may use the Income Computation Worksheets as attachments to Worksheet B or may print them on the back of Worksheet B. Temp 1612C and D are also designed to accommodate the most common cases. Though total profit from earnings from self-employment is not specifically itemized on the worksheets, it must be included in the net non-exempt income computation when it is reported on the Supplemental Claim Form. Also, each column (Section) on Temp 1612D is designed to compute net nonexempt income for one person with earnings, or the entire assistance unit if only one member had earnings. If more than one person in the assistance unit had earned income, counties may use additional columns (Sections) to compute net nonexempt income for each person and then total the net nonexempt income (Item 11 on Temp 1612D) for the assistance unit before transferring it to Item E on Worksheet B. Complete as many worksheets as necessary to cover the entire period claimed. In cases where any of the amounts in Items B-E on Worksheet B fluctuate frequently, it may be necessary to use more than one worksheet to cover the period claimed.

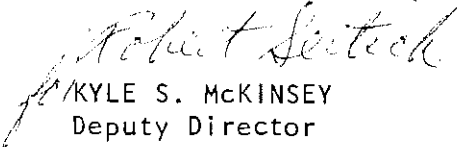
If, for a portion of the period claimed the claimant received AFDC, and for the other portion of the period claimed the claimant was denied or discontinued from AFDC, both Computation Worksheet A and Computation Worksheet B should be used to compute retroactive benefits for the respective periods of the claim. Counties may use either the attached worksheets or modified versions of these worksheets. SDSS will not review modifications to the worksheets. However, any modifications may not alter the basic computations.

#### STATISTICAL REPORT

The Statistical Report form shall be used, in accordance with MPP Section 50-012.328, to report information required by the court order. The report is due to SDSS on December 12, 1984 and shall report on the disposition of Williams claims as of November 30, 1984. Counties which receive no Williams claims must submit a report which indicates that fact.

Those counties that report claims pending disposition on November 30 must submit a second report on January 7, 1985 to report the disposition on those pending claims. The second report should contain information only on those pending claims and shall show the number of pending claims in Item 1 on the report form. Those counties that have no pending claims on November 30 are not required to submit a second report. The Statistical Report form is a required form, and no substitutions or revisions are permitted.

If you have any questions regarding this letter, the Supplemental Claim Form, or the computation worksheets, please call Mara Jukich of the AFDC Program Development Bureau at (916) 322-5387. If you have any questions regarding the Statistical Report, please call the Statistical Services Branch at (916) 322-2230.

  
KYLE S. MCKINSEY  
Deputy Director

Attachments

cc: CWDA