



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

December 24, 2014

ALL COUNTY WELFARE DIRECTORS LETTER (ACWDL)

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND  
Deputy Director  
Welfare to Work Division

SUBJECT: THE ONLINE EMPLOYMENT AND WAGE VERIFICATION SERVICE  
CONTRACT

The California Department of Social Services (CDSS) would like to provide an update on the status of a long term online employment and wage verification service agreement. This ACWDL is intended to inform County Welfare Departments (CWDs) of an extension of the current pilot with Equifax/TALX Corporation and provide counties with information needed to prepare for a seamless transition to fully participate in the future agreement for these services.

Currently many CWDs are accessing employment and wage verification services through the pilot program provided by the Equifax/TALX Corporation. The pilot is currently underway and was scheduled to last through the 2014 calendar year. The CDSS is extending the pilot through March 31, 2015 to allow the department to finalize a long term agreement that will be in place by no later than April 1, 2015. For more information about the current pilot, please reference [All County Information Notice \(ACIN\) I-41-14](#).

The CDSS will be soliciting bids for a long term agreement through an Invitation for Bid (IFB) contract process. The IFB will allow the CDSS to provide an online employment and wage verification system based on social security numbers to all 58 California CWDs with an anticipated start date of no later than April 1, 2015. The project term of this agreement will provide services to the counties through March 31, 2017.

As this is a courtesy notice in order to prepare for the upcoming long term agreement, CWDs do not have to submit any information at this time. The CDSS wanted to allow ample time for CWDs to obtain the required documents to enter into a MOU with the CDSS.

CWDs will be required to provide certain documentation to the CDSS in order to participate in this agreement. Below is a list of documents CWDs will need to obtain and provide to the CDSS in order to access the services provided under the future agreement.

Documents required by the CDSS:

- ☐ Three (3) original sets of the Memorandum of Understanding (MOU) each with an original signature.
- ☐ A copy of a resolution, order, motion, ordinance or other similar document from the local governing body authorizing execution of the MOU.
- ☐ A user list of individuals needing access to the program.

The MOU template will be provided by the CDSS once a contractor has been determined. The MOU will be between CDSS and the CWD; allowing the CWD to utilize the services. The MOU will establish the CWD as having responsibility for the security of data associated with the agreement and assuming responsibility for data sharing. The CWDs will need to provide three originally signed MOUs.

Please note that whoever the CWD designates to sign the MOU must have the authority to sign and enter into an agreement/contract/MOU with the CDSS. Therefore, a copy of a resolution, order, motion, ordinance or other similar document from the local governing body authorizing execution of the agreement will need to accompany the MOU and is required by the CDSS. If your CWD requires a "Board Resolution" to enter into a MOU such as this one, the CDSS recommends the CWDs work with their local governing agency to ensure that your CWD will be able to utilize services upon execution of the long term agreement.

Lastly, for CWDs to fully participate, a user list of individuals who need access to the program must be supplied. More instructions along with the MOU template will be provided in a separate All County Letter that will be released to CWDs in March 2015.

If you have any questions or would like to further discuss the information in this letter, please contact Morgan Peschko, Analyst, CalWORKs Employment Bureau, at [Morgan.Peschko@dss.ca.gov](mailto:Morgan.Peschko@dss.ca.gov).