



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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REASON FOR THIS TRANSMITTAL

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

February 18, 2015

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM: ELIGIBILITY CASE FILE REVIEWS

The California Department of Social Services (CDSS) would like to announce upcoming 2015 county site visits. The purpose of the visits will be to conduct California Work Opportunity and Responsibility to Kids (CalWORKs) Eligibility Case File Reviews. This letter provides additional background information as well as the purpose, goals and timelines related to the upcoming reviews.

**Background**

An audit conducted in 2012 by the California State Auditor, Bureau of State Audits determined that the CDSS needs to increase the monitoring of CalWORKs Eligibility programs at local County Welfare Departments (CWDs). As a result, effective March 2015, the CDSS will begin conducting CalWORKs Eligibility Case File Reviews.

**Purpose and Goals of CalWORKs Eligibility Case File Review**

The purpose of the CalWORKs Eligibility Case File review is for the CDSS to review cases at the county level in order to increase the Department's oversight capacity and monitor the implementation of recent CalWORKs eligibility policy changes. The goal of the CalWORKs Eligibility Case File Review is to collect information as to how CWDs are determining CalWORKs eligibility and implementing policy, and to assess the need for further technical assistance.

**Review Timeline**

The CDSS plans to begin conducting CalWORKs Eligibility Case File Reviews in March 2015. Counties that will be scheduled for review during the 2015 calendar year are as follows: Alameda, Fresno, Los Angeles, Orange, Riverside, Sacramento, and San Bernardino. The chart below outlines a tentative review schedule.

<b>County Name</b>	<b>Review Month</b>	<b>County Name</b>	<b>Review Month</b>
Sacramento	March	Los Angeles	TBD
San Diego	April	Fresno	TBD
Alameda	May	Riverside	TBD
Orange	June	San Bernardino	TBD

**CalWORKs Eligibility Case File Review Resource Tools**

The CDSS has developed the enclosed *CalWORKs Eligibility Case File Review Guide* (Attachment One) as a resource for CWDs to reference in anticipation of the upcoming county visits. Also enclosed with this letter is *CalWORKs Eligibility Case File Review Outline* (Attachment Two). The outline identifies additional information pertaining to the composition of the review team and the review plan as well as information relevant to a summary of findings and when a corrective action plan may be required.

The CalWORKs Eligibility Bureau looks forward to open collaboration with you and your staff to ensure the continued success of the CalWORKs program. If you have any questions or would like to discuss this information further, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.

Enclosure(s)