

NOTICE OF FORM CHANGE NO. 04-211

DATE

07/23/2004

TO:
County Welfare Director
Supply Clerk / Forms Coordinator

FROM:
Forms Management Unit
(916) 657-1907

Community Care Licensing District Offices
 Private and Public Adoption Agencies

District Attorney
 Other

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE CW 2197 (7/04) - Timing Out Questionnaire Stage One CalWORKs Child Care

ORDER UNIT MASTER ONLY	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	DATE OF FORM 7/04	REPLACES 7/03	<input type="checkbox"/> Obsolete
REQUIRED FORM- <input checked="" type="checkbox"/> No Change Permitted	REQUIRED FORM- <input type="checkbox"/> Substitute Permitted With Prior DSS Approval	<input type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT: Department of Social Services Warehouse P.O. Box 980788 West Sacramento, CA 95798-0788		<input type="checkbox"/> Other:	

FORMS DISPOSITION AND SPECIAL INSTRUCTIONS

DISPOSITION OF OLD SUPPLY

Use until exhausted Destroy

USE NEW FORM

When supply available in DSS Warehouse Use new form effective 7/04

USE FORM IN ACCORDANCE WITH

All County Letter No. 04-29
 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Attached is a Reproducible Copy

Print 8 1/2 x 11, 1-sided

For Camera-ready copies of this form, please call the Data Systems and Survey Design Bureau at (916) 651-8269, or contact by electronic mail at: dss.cahwnet.gov/research.

Timing Out Questionnaire

Stage One CalWORKs Child Care

SUBMIT THIS REPORT VIA EMAIL:
(See <http://www.dss.cahwnet.gov/dssdb/>)
OR SEND ONE COPY TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT PERIOD January 2004 through June 2006
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Stage One June 2004 Caseload	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
TOTAL	1	2	3	4

Report Month	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
Jan-04	5	6	7	8
Feb-04	9	10	11	12
Mar-04	13	14	15	16
Apr-04	17	18	19	20
May-04	21	22	23	24
Jun-04	25	26	27	28
Jul-04	29	30	31	32
Aug-04	33	34	35	36
Sep-04	37	38	39	40
Oct-04	41	42	43	44
Nov-04	45	46	47	48
Dec-04	49	50	51	52
Jan-05	53	54	55	56
Feb-05	57	58	59	60
Mar-05	61	62	63	64

Report Month	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
Apr-05	65	66	67	68
May-05	69	70	71	72
Jun-05	73	74	75	76
Jul-05	77	78	79	80
Aug-05	81	82	83	84
Sep-05	85	86	87	88
Oct-05	89	90	91	92
Nov-05	93	94	95	96
Dec-05	97	98	99	100
Jan-06	101	102	103	104
Feb-06	105	106	107	108
Mar-06	109	110	111	112
Apr-06	113	114	115	116
May-06	117	118	119	120
Jun-06	121	122	123	124

COMMENTS

CONTACT PERSON (Print)	EMAIL	DATE COMPLETED
TITLE/CLASSIFICATION	TELEPHONE	FAX

**TIMING OUT QUESTIONNAIRE
STAGE ONE CalWORKs CHILD CARE
CW 2197 (7/04)**

INSTRUCTIONS

CONTENT

The CW 2197 report contains statistical information about children and families currently receiving CalWORKs Stage One Child Care who have “timed out” or will “time out” (reach the end of their 24 months of child care after leaving cash aid) during each of the months indicated.

Copies of the report form and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports (RADR) website at <http://www.dss.cahwnet.gov/research/>.

PURPOSE

This data is collected to estimate the funding necessary to serve former CalWORKs recipients in Stage Three child care after they have exhausted their 24 months of Stage One child care.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this semi-annual report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Please submit only one report per county. Reports are to be received on or before Friday, August 13, 2004.

Email submission. Download an Excel version of the report form from <http://www.dss.cahwnet.gov/dssdb/> to your PC desktop, complete the downloaded report form and email to the CDSS, Data Systems and Survey Design Bureau (DSSDB). This email submission process contains automatic computation of some cells and easy email transmission of completed report forms to DSSDB; the website contains specific instructions and guidance.

Hard copy submission: Enclosed are printed copies of the form and instructions. If email submission is not possible, complete a paper copy of the report form and fax or mail to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter the county name in the drop down box provided near the top of the form.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, email address, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

GENERAL INSTRUCTIONS CONTINUED

- This report only collects the number of enrolled Stage One children and families no longer on CalWORKs cash aid that have or will exhaust their 24 months of eligibility. The 24-month “timing out” period does not involve the number of payments made per family and child.
- When a Stage One family and its child(ren) are no longer on CalWORKs cash aid, the 24-month time limit begins on the first day of the month immediately following the month the adult is no longer receiving CalWORKs cash aid. The data reported in each data cell is considered the 24th month when the families and children have “timed out” or will “time out” of Stage One child care.
- ACTUAL “timed out” counts are the first six months indicated on the report and are only the children and families who have actually “timed out” of Stage One child care.
- PROJECTED “timed out” counts are the last 24 months of the report and are the children and families taken from the indicated Stage One child care Caseload Total who are off CalWORKs cash aid and have been projected to “time out” within the indicated 24-month time period.
- If NO Stage One children or families have “timed out” or will “time-out” during an indicated month, enter zero where appropriate. NOTE: If the county reports all zeros on the CW 2197, county should provide a footnote in the Comments section that confirms the county has no Stage One children and families off cash aid.
- DO NOT report Stage One children and families who are off CalWORKs cash aid and that have transferred to Stage Two child care before “timing out”.
- The data reported on the CW 2197 is not identical to the Child Care Monthly Reports (CW 115/A).
- If necessary, use the Comments section to explain your estimates.
- Please include Stage One children and families no longer on CalWORKs cash aid on June 30, 2004, regardless of the reason they remain in Stage One.

ITEM INSTRUCTIONS

Stage One June 2004 Caseload/TOTAL: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid, currently receiving CalWORKs Stage One Child Care on June 30, 2004, who will be “timing out” from July 2004 - June 2006. [Cells 1 – 4]

January - June 2004: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid that did “time out” of the Stage One child care caseload during the indicated month. [Cells 5 – 28]

July 2004 - June 2006: Enter the PROJECTED number of children and families no longer receiving CalWORKs cash aid that were in Stage One child care on June 30, 2004 [see Cells 1 – 4], that will “time out” during the indicated month. Base this projection on a count of months. DO NOT modify projections for expected attrition. [Cells 29 – 124]

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.