NOTICE OF FORM CHANGE NO. 05-043

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.

<table>
<thead>
<tr>
<th>FORM NUMBER AND TITLE</th>
<th>CW 2197 (7/05) - Timing Out Questionnaire Stage One CalWORKs Child Care</th>
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</thead>
<tbody>
<tr>
<td>ORDER UNIT</td>
<td>MASTER ONLY</td>
</tr>
<tr>
<td></td>
<td>□ New □ Revised</td>
</tr>
<tr>
<td></td>
<td>7/05 □ Yes □ No</td>
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<tr>
<td></td>
<td>7/04 □ Yes □ No</td>
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<tr>
<td></td>
<td>□ No Change Permitted □ Substitute Permitted With Prior DSS Approval □ Recommended Form</td>
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</table>

REQUIRED FORM:  
- No Change Permitted  
- Substitute Permitted With Prior DSS Approval  
- Recommended Form

UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT:  
Department of Social Services Warehouse  
P.O. Box 980788  
West Sacramento, CA 95798-0788

FORMS DISPOSITION AND SPECIAL INSTRUCTIONS

<table>
<thead>
<tr>
<th>DISPOSITION OF OLD SUPPLY</th>
<th>Use until exhausted □ Destroy</th>
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<tr>
<td>USE NEW FORM</td>
<td>□ When supply available in DSS Warehouse □ Use new form effective 7/05</td>
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USE FORM IN ACCORDANCE WITH  
- All County Letter No. 05-11  
- Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE  
Attached is a Reproducible Copy

Check on the internet to see if forms are available at www.dss.cahwnet.gov

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: fmudss@dss.ca.gov. Contact Language Services for other languages at (916) 445-6778 or by electronic mail at LTS@dss.ca.gov.
# Timing Out Questionnaire
## Stage One CalWORKs Child Care

### COUNTY NAME

<table>
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<tr>
<th>REPORT PERIOD</th>
<th>January 2005 through June 2007</th>
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### Comments

CONTACT PERSON (Print) | EMAIL | DATE COMPLETED
--- | --- | ---

TITLE/CLASSIFICATION | TELEPHONE | FAX
--- | --- | ---

CW 2197 (7/05)
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.cdss.ca.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 Wednesday, July 20, 2005.

Email submission: Download an Excel version of the report form from http://www.cdss.ca.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 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, 2005, regardless of the reason they remain in Stage One.

ITEM INSTRUCTIONS

Stage One June 2005 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, 2005, who will be “timing out” from July 2005 - June 2007. [Cells 1 – 4]

January 2005 – June 2005: 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 2005 – June 2007: Enter the PROJECTED number of children and families no longer receiving CalWORKs cash aid that were in Stage One child care on June 30, 2005 [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.