



CalWORKs Division January 2008 NEWSLETTER



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IMMUNIZATION REQUIREMENTS

Proof of up-to-date immunizations is required for children under 6 at Intake, when adding a child, and at redetermination. Proof is due within:

- 30 days of determining eligibility for Medi-Cal if applying for CalWORKs and Medi-Cal; or
- 45 days if applying for CalWORKs and already receiving Medi-Cal benefits; or
- 45 days of the CalWORKs redetermination; or
- 30 days of determining eligibility for Medi-Cal when adding a child under the age of 6 to the AU.

The immunization record information must be entered on LEADER and filed in the case for 24 months.

If an applicant/participant fails to submit timely immunization verification, the parent/caretaker remains in the AU, but their needs are not allowed, resulting in a penalty automatically applied by LEADER. If both parents are in the home a penalty is applied to both parents/caretaker relatives. Participants can be temporarily excused from providing immunization verification or exempt due to medical, personal or religious beliefs. Detailed information regarding immunization requirements are found in the LEADER Handbook



DECLARATION OF PATERNITY TO LEGALLY ESTABLISH THE FATHER OF THE CHILD

Proving paternity, or who the father is, is very important to a child. It allows the child to receive benefits such as social security. The CS 909, Declaration of Paternity, is available for unmarried parents who want to **voluntarily** establish paternity. If the unmarried parents choose not to complete the CS 909, they must be referred to the Child Support Services Department (CSSD) collocated staff. However, the unmarried parents should not be referred if the CS 909 has been signed.

The CS 909 must be completed in black ink with section A and B completed by the parents and Section C by the EW. Within four workdays of the parent's signature, the ES must forward the original and third copy of the form to the CSSD collocated staff. District administrative staff should contact CalWORKs program staff if supplies of the form are needed. **Note: Paternity may not be established solely based on the father's name on the child's birth certificate. In these instances, the EW must ask the unmarried parents if paternity has been established.**



Dr. Martin Luther King, Jr.

"All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."



CW 2.1 & CW 371 CHILD SUPPORT FORMS MUST BE FILED PERMANENTLY

Q: What is the CW 2.1, Notice and Agreement for Child, Spousal and Medical Support form?

A: The CW 2.1 is a mandatory form used to notify the applicant/participant of the child support assignment and cooperation rules, and to document the applicant's/participant's refusal to assign support rights. It must be completed and signed in duplicate for each absent parent by the applicant/participant. **The completed CW 2.1 must be filed in the case record PERMANENTLY for use in local/State/federal audits.**

Q: What is the CW 371, DPSS/CSSD Two-Way Gram?

A: The CW 371 is used to refer applicants/participants to the child support collocated staff for a required child support interview when there is at least one absent parent, or a child with an absent parent is added to the case. The referral is also completed when paternity has not been established and the unmarried parents decline to sign a CS 909, Declaration of Paternity, form. After completing the interview, the child support staff will complete Part 2 of the CW 371 indicating whether or not the applicant/participant cooperated and will return the form to the EW. When the participant has not cooperated, the EW must contact the participant to determine if there is a "good cause" exemption reason for not cooperating before imposing a 25% child support grant penalty. **The returned CW 371 form must be filed in the case record PERMANENTLY for use in local/State/federal audits.**

Detailed information regarding child support is found in the LEADER Handbook CW 82-500.



NEW PA 129

A revised version of the PA 129, Child Care-General Information, form will be coming to your CalWORKs office in the very near future! The PA 129 was changed to improve readability. Unlike the old form that was two-sided and printed on legal-sized paper, the revised PA 129 is printed in triplicate and folded into a four page "booklet."

The revised PA 129 also includes language regarding the new Trustline regulation changes which state that a license-exempt provider who is not the aunt, uncle or grandparent of the child cannot be paid for providing child care until they are Trustline-registered.



BLACK INK REMINDER!!!!

The DA 118 & DA 153, Declaration In Lieu of Testimony, forms must be completed in black ink. The DA 118 is completed by one of the biological parents. The DA 153 is completed by a caretaker (other than a parent). These forms are LEADER-generated and must be attached to the child support referral package. CSSD collocated staff will reject child support referral packets to the Deputy District Director when the DA 118 or DA 153 is not completed in black ink.

