

CalWORKs Division

May 2008

NEWSLETTER

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HOMELESS CASE MANAGERS

This is to remind Homeless Case Managers (HCMs) that they must update PHASE with their referrals to the Housing Locators (HLs). HCMs should maintain all case information current on the PHASE database. HLs are now required to update their services and contacts with participants on PHASE. Proper review and maintenance of PHASE records will facilitate ongoing communication between the HCMs and the HLs.



TEMPORARY ABSENCE

Q: Is a caretaker/relative considered temporarily absent if they are in a residential treatment program for substance abuse?

A: Yes. An individual hospitalized, other than a child in a public hospital, may be considered temporarily absent for the duration of the hospital stay. Hospitalization may be in a medical hospital, psychiatric care facility, or drug and/or alcohol rehabilitation treatment facility. The individual must continue to meet the other determining factors of temporary absence.

These factors include:

- The individual has the intent to return home;

The individual has the ability to return to the home; and

The caretaker/relative continues to exercise the primary responsibility for care and control of the child(ren) by being involved in major and minor decisions regarding the child's welfare and/or contributing to the costs for the child's needs.

For additional details, please refer to the LEADER Handbook, CW 82-812.1 Temporary Absence and CW 82-812.6 Exceptions to One Full Calendar Month.



ATTENTION

Child Care Program Section Under New Management

April and May are months that have brought about change throughout DPSS as managers promote and rotate, and CalWORKs Division is no exception. Sheri Lewis, the former Section Head in the Child Care Program Section is now an acting Division Chief for the Research, Evaluation, & Quality Assurance Division (REQAD), filling the spot left vacant by Gail Dershewitz.

The Child Care Program Section's new Section Head is Leticia Colchado, who comes to us from the GAIN Program Division, Section III. Please join all of us in welcoming Leticia onboard.



TEMPORARY ABSENCE

Children Receiving Out-of-Home Care (Foster Care)

A child(ren) may be considered temporarily absent for a period of up to 180 consecutive days (6 months) and the parent or parents remaining in the home may retain eligibility for CalWORKs services provided ALL of the following conditions are met:

- A reunification plan exists; **and**
- All eligible children have been removed from the parent(s) and placed in out-of-home care by DCFS; **and**
- The AU was receiving CalWORKs when the child(ren) was removed from the parent(s); **and**
- DCFS has determined that provision of CalWORKs services is necessary for family reunification.

CalWORKs services will generally continue for 6 months. These services include Welfare-to-Work and Specialized Supportive Services, i.e., mental health or substance abuse services.

DCFS and GAIN Services Workers will coordinate the services for the family, keeping the Administrative Deputy and EW informed on the status of the services.

For additional details, please refer to the LEADER Handbook, CW 82-812.6 Temporary Absence and CW 82-812.68 Children receiving Out-of-Home Care (Family Reunification Plan).

REMINDER

This is a reminder to all Eligibility staff, that all families applying for any of the Housing programs (whether approved or denied) and/or disclosing that they are homeless or at risk of being homeless, must be referred to the Homeless Case Managers. Please refer to AD 4563, Supp I, dated 10-24-07, for additional details.



NATIONAL VOTER REGISTRATION ACT

The National Voter Registration Act of 1993, also known as Motor Voter, requires that DPSS provide voter registration services to all visitors in district offices. Eligibility Workers must offer and provide assistance with completing the Voter Registration Form at:

- Intake
- Change of address
- Redetermination
- Upon request

Instructions are available in the LEADER Handbook. (See CW 40-100.)

“Success is the sum of small efforts, repeated day in and day out.”

Robert Collier

