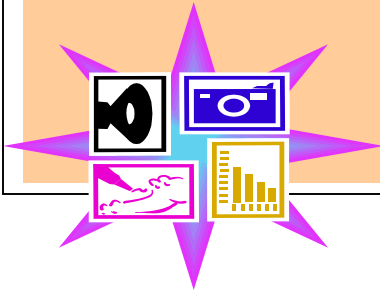


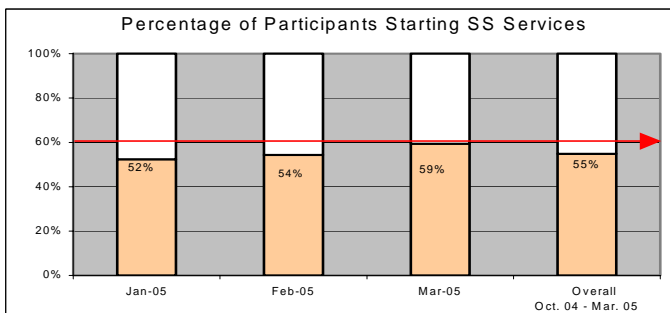
CalWORKs DIVISION JUNE 2005 NEWSLETTER

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DEPARTMENTAL GOAL FOR SPECIALIZED SUPPORTIVE SERVICES

Congratulations on your hard work in the month of March! In March, we almost met our departmental goal, with 59% of those referred starting supportive services. Please continue to follow-up with participants you refer to make sure they begin the services. Overall, we still need to increase our percentage of participants beginning services by 5%.



Here is what you can do to help the Department meet this goal:

1. When a back-door referral is received, schedule an appointment and immediately follow-up with a phone call to inform the participant of his/her upcoming supportive services appointment.
2. On back-door referrals, inform the service provider of any missed appointments by the participant.
3. Promptly reschedule participants, as needed.
4. Be supportive and sensitive to the needs of participants with supportive services issues.
5. Make sure transportation/child care are authorized as necessary.

IDENTIFICATION OF REFUGEES

Each refugee participant must be identified as RITE or REP and not just alien. Incorrect identification prevents the refugee from being referred to the correct GAIN services.

Refugees are required to provide documentation of their immigration status. Verbal reports of their date of entry (DOE) are not acceptable. It must be supported by documentation.

To ensure a refugee is referred to the correct GAIN program, the Eligibility Worker must select from the drop down menu in the "Alien/Citizen Status" field in the Data Collection subsystem, Individual Attributes Summary screen and the "Date of Entry" must be entered correctly in the Alien Refugee Information Summary "Detail" screen.

INCOME TAX REFUNDS

It's income tax refund time again! Just so that you know...

The Property regulations for the CalWORKs and Food Stamps programs are aligned. Federal and State income tax refunds are considered a nonrecurring lump-sum payment, that means these payments are to be counted as a resource in the month received. If it appears the participant may exceed the resource limit in the month after it is received, the participant must be contacted and a determination must be made to determine continued eligibility.

Here are a few questions to ask about the case:

- Does the participant's income/resources now exceed the resource limit?
- If not, how did the participant dispose of the excess property?



Always remember to clearly document everything in LEADER Case Comments.

EARNED INCOME TAX CREDIT (EITC)

The CalWORKs rules for EITC follow Food Stamp (FS) Policy 63-501(m) that states:

"Federal Earned Income Tax Credits (EITC), received as a lump sum or monthly, are excluded as resource or income.

Any federal, state or local EITC payment received by any household member shall be excluded for 12 months, provided the household was receiving FS at the time of the receipt of earned income tax credit and provided the household participates continuously during the 12 month period. Continuous participation includes breaks of one month or less, such as late or missing QR 7s."

If the amount of the EITC payment is unclear from the pay stub, contact the participant or employer for clarification. Just be sure to clearly document the clarification in LEADER Case Comments.