



CalWORKs Division
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Newsletter
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HOW SHOULD YOU CLOSE A SPECIALIZED SUPPORTIVE SERVICES (SSS) COMPONENT (DOMESTIC VIOLENCE, MENTAL HEALTH OR SUBSTANCE ABUSE)?

Staff must select the completion code based on the reason provided by the service provider via the GN 6007B, CalWORKs Supportive Services Enrollment Termination Notice, as follows:

- Successfully completed.
- Dropped-out; stopped attending with good cause.
- Dropped-out; stopped attending without good cause.
- Services not completed; participant entered employment.
- Provider suspended services; participant discontinued/terminated services.
- Services not completed; transferred to other activity.
- Reassigned to another provider; participant transferred to another provider.

Usage of the incorrect completion codes will result in inaccurate SSS data collection. For more information, please refer to FML #4716, dated 10/30/06.



Two new Chapters will be added to the CalWORKs LEADER handbook, Questions and Answers (Q&A) and Forms and Definitions. Find the answers to your questions with a click of a mouse.

The Q&A was derived from inquiries submitted by district staff via email or telephone to CalWORKs Program. The original Q&A will be listed; however, the requestor's identity will remain anonymous.

The Forms and Definitions Chapter will provide a list of current CalWORKs forms and definitions for frequently used or not so frequently used terms.

REFUGEE CASH ASSISTANCE (RCA)



Below are policies and procedural reminders to follow when administering the RCA program:

- Legible copies, to include both sides, of the I-94 Arrival/Departure card are to be copied and included in the case record.
- Participants must be informed of their rights and responsibilities verbally and in writing, using the SAWS 2A QR, Rights and Responsibilities and Other Important Information. The case record must be documented to reflect that the information was verbally translated in the participant's primary language.
- All Notices of Action must be provided to a participant in his/her primary language at least 10 calendar days prior to the date in which the RCA is to be reduced or terminated. All written notices granting, denying, reducing, or terminating aid must be dated, clearly include the action and the reason for the action.

NOTE: NOAs without an approval date prevent determining whether assistance was provided within 30 days of the date of application.

See AM 07-06, dated 2/21/07, for these and other policies and procedures regarding the RCA program.





DOMESTIC PARTNERSHIP

The enactment of Assembly Bill 205 gives California registered domestic partners the same rights, protections, benefits, responsibilities, obligations and duties as spouses with certain exceptions. Currently, the CalWORKs Policy treats a domestic partner, adult male/female, as having no relationship to the partner or the child of the partner. As a result of changes to the Family Code, domestic partners will now have the same rights and obligations with respect to a partner's child as would a stepparent of a child.

Pending the release of instructions, districts that receive applications from this population should contact the CalWORKs Section for guidance.

IDENTIFICATION AND CITIZENSHIP REQUIREMENTS



CalWORKs policy requires all applicants and participants provide documentation to establish identity and verify citizenship. Information regarding what documents can be accepted as verification of an applicant's and participant's identity and/or United States citizenship can be found in CW Policy 40-157, 42-111,

42-433 and in Administrative Memorandum 07-08, dated 4/11/07.

REMINDER



At intake and redetermination, non-English/non-Spanish speaking applicants/participants are to be given a year's supply of the QR 7, QR 72 and/or the QR 73 (if applicable) in the appropriate language. Don't fret; a year's supply is only four (4).

CalWORKs SUPPLEMENTAL SECURITY INCOME (SSI) ADVOCACY PROGRAM



The Application for Disability Insurance Benefits (SSA-16-BK) is to be completed for each potentially eligible CalWORKs SSI participant and must be submitted along with the Application for Supplemental Security Income (SSA 8000). Submitting the SSA-16-BK helps to expedite the processing of the SSI application.

CalWORKs COLA ADJUSTMENT INCREASE TO THE MBSAC AND IN-KIND AMOUNTS

CalWORKs Program recently released the below Administrative Directives (AD) regarding the COLA adjustment to the MBSAC and In-Kind amounts:

Administrative Directive No. 4675, dated 9/5/07

AD 4675 was released to provide instructions for processing the listings of cases that were solely denied due to failing the income/financial eligibility test between July 1, 2006, and December 7, 2006, based on the **2006-2007 COLA adjustment**.

Administrative Directive No. 4676, dated 9/4/07

The COLA was recently adjusted again for the current year and AD 4676 was released to alert districts that a separate listing will be sent via email of cases that were denied solely due to failing the financial eligibility income test between June 1, 2007 and June 14, 2007.

HOMELESS SECTION – ACHIEVEMENT AWARD



Congratulations to the Homeless Section as the National Association of Counties 2007 Achievement Award Winners for the Homeless CalWORKs Families Project, Expansion Program. The award is in recognition of an effective innovative program that moved homeless CalWORKs families into emergency shelters, then to transitional housing, and finally into permanent housing. This is all done in a period of approximately six months. Job well done!

