

# **GAIN: THE BRIDGE TO INDEPENDENCE**

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### 2013 DECISION CHARTS

- .1 Identification/Processing of Family Preservation Cases
- .2 Processing of Family Reunification Referrals from DCFS

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### 2010 OVERVIEW

Linkages is a statewide project sponsored by the Child & Family Policy Institute of California with the goal of effectively integrating CalWORKs and Child Welfare Services. To accomplish this, our Department has formed a partnership with the Department of Children and Family Services (DCFS) to develop and provide enhanced, coordinated, and seamless service delivery for mutual as well as potential mutual cases.

Through this partnership, two existing programs, Family Preservation (FP) and Family Reunification (FR), were enhanced and two new protocols were added to improve collaboration between both departments. The four central protocols are:

1. The FP GSW attends Multi-Disciplinary Case Planning Committee (MCPC) meetings with the Family Preservation agency worker and Children's Social Worker (CSW) to incorporate appropriate activities in the participant's Welfare-to-Work plan.
2. The Linkages GSW (LGSW) initiates referrals to GAIN requesting FR services for CalWORKs participants whose children are removed from the home, as identified by DCFS.
3. DCFS staff screen for potential CalWORKs/General Relief (CW/GR) eligibility when economic need is a factor and make expedited referrals to the appropriate district.
4. LGSWs are collocated at DCFS offices to integrate GAIN and CalWORKs expertise into DCFS' Team Decision Making (TDM) meetings and case consultations outside of the TDMs. Collocation of LGSWs at all remaining DCFS offices is scheduled for incremental Countywide rollout through 2009.

### 2011 KEY POINTS

- The Office Head shall ensure that FP and FR cases are immediately assigned to the appropriate GSW.
- LGSWs are collocated at DCFS offices to provide case consultation to CSWs.
- CSWs screen families for potential eligibility for CW/GR using the DCFS 5122, Department of Children and Family Services Referral Notice. If potentially eligible, parents are referred to the appropriate district office to apply. Applications shall be processed as immediate need.

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- If the family does not appear to be eligible for CW/GR, the CSW may refer parents to the LGSW to screen for Food Stamps and/or Medi-Cal eligibility. The LGSW then refers potentially eligible families/individuals to the appropriate District Office.
- A listing of District DCFS liaisons, GAIN Regional FR and FP liaisons, and Linkages coordinators at participating DCFS offices is provided to DCFS and DPSS staff.
- LGSWs participate in the following types of DCFS TDMs:
  - 1) those held for mutual cases,
  - 2) those where families are potentially eligible for CalWORKs and,
  - 3) those where placement of a child (ren) is likely to be with a caretaker relative.
- The LGSW processes referrals from DCFS for parents eligible for GAIN FR services to ensure parents are enrolled in FR services and provide case coordination between DPSS and DCFS case managers.
- Eligibility for GAIN services continues for parents who were receiving CalWORKs at the time of the removal of the children, even when CalWORKs cash aid terminates at that time.
- The DCFS Community Based Liaison (CBL) notifies the GAIN Region FP Liaison and FP agency when an open CalWORKs case is referred to FP services. The GAIN Region FP Liaison verifies if the participant is eligible for FP and ensures the case is assigned to the FP GSW. The FP GSW is invited to participate in the MCPC meetings.
- Each GAIN Region has a designated FP Liaison at the GSS level as well as a GSW responsible for maintaining all FP cases. All FP cases shall be centralized in a Specialized Supportive Services (SSS) unit.
- Participants engaged in FP activities may concurrently access substance abuse, mental health, and/or domestic violence services.
- The FP GSWs participate in the DCFS/FP agency MCPC meetings on FP cases to determine acceptable WTW activities and identify needed services.
- The FP GSW participates in the initial MCPC held for an exempt participant to encourage participation as an exempt volunteer.
- The FP GSW incorporates FP activities into the welfare-to-work plan.

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### 2012 POLICY

#### **.1 Referrals from DCFS for CalWORKS/General Relief Assistance**

CSWs are authorized to screen families/individuals who appear to have financial need for potential eligibility for CW/GR via the DCFS 5122. If the parent appears potentially eligible, the referral (page 2 of the form) is completed by the CSW and the parent is instructed to take the form to the Customer Service Representative at the appropriate district office to apply for CW or GR as appropriate. (see CalWORKs or General Relief )

#### **.2 Role and Duties of Collocated LGSW**

LGSWs are collocated at DCFS offices to provide their expertise and knowledge of available services to families and DCFS staff, and help with the coordination of services for mutual participants. The LGSW performs the following duties:

- .21 Attends high priority DCFS TDMs to provide DPSS expertise ([See Section 2012.47](#)). Screens families/individuals for potential CW/GR eligibility as needed via the DCFS 5122.
- .22 Conducts on-site case consultations with DCFS CSWs outside of TDMs and answers questions about DPSS programs and services.
- .23 Screens families who are not potentially eligible for cash assistance for Food Stamps, and/or Medi-Cal, using a detailed screening tool, and refers potentially eligible participants to the appropriate district office.
- .24 Assists participants with housing needs by making referrals to the Homeless Case Managers, as appropriate.
- .25 If a GAIN eligible participant is not yet registered in GAIN, contacts the GAIN Region's scheduling clerk to expedite registration in GAIN to access services.
- .26 Coordinates with participants' GSW for SSS, other GAIN activities, and supportive services. Negotiates contracts, makes direct referrals to SSS services on emergent cases, and follows up with the participant's GSW.
- .27 Collaborates with CSW to initiate Family Reunification referrals/notifications to district offices and the GAIN regions. ([See Section 2012.44](#))

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- .28 Assists with problem resolutions (e.g.,lifting sanctions, compliance issues) by working with GAIN staff at all levels; CalWORKs staff, DCFS liaisons, ESs, etc.; Line Operations Section, Integrated Services Operations Section (ISOS). Facilitates case coordination between CSWs, EWs and GSWs.

### **.3 Family Preservation Program**

The Family Preservation (FP) program is an integrated, comprehensive approach to strengthening and preserving families who are at risk of, or already experiencing, problems in family functioning. The goal of FP is to assure the physical, emotional, social, educational, and cultural development of children in a safe and nurturing environment. DCFS and the Probation Department contract FP Program Services with 41 FP Agencies who collaborate with GAIN staff to develop an integrated Welfare-to-Work (WtW) plan for mutual cases.

Note: Some FP agencies sub-contract FP services; however, all FP activities and related correspondence are coordinated by the respective DCFS contracted FP agency.

The DCFS CBL initiates the GN 2016, Identification of a Participant with Family Preservation Needs, as a two-way gram to notify the FP liaison at the GAIN region for families with an open CalWORKs case. The FP liaison then verifies eligibility for services, notifies the FP agency of the case status, and requests a case transfer to the FP GSW.

#### **.31 Identification of Family Preservation (FP) Cases**

##### **.311 Notification from the Community Based Liaison (CBL)**

The CBL will utilize the Linkages Project Liaison listing to notify the FP liaison when a CalWORKs participant has been identified as already engaged in the Family Preservation Program or entering a Family Preservation Program.

- (a) The CBL will complete the GN 2016 with the participant's scheduled MCPC meeting date, time, and location, or the notification of a pending MCPC meeting.
- (b) The CBL will e-mail the GN 2016 to the FP liaison along with a copy of the DCFS 800, Family Centered Service Request (Family Preservation Program case plan), and the DCFS 802, FP Program Consent to Release and Exchange Information.

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### .312 Processing by the FP Liaison

- (a) The FP liaison shall take action within three workdays from the date the GN 2016 is received from the CBL, by completing the “DPSS Use Only” section of the form.
- (b) If the participant is on CalWORKs but not registered in GAIN, the FP liaison will expedite the participant’s registration into GAIN and assignment to a FP GSW.
- (c) If the participant has a CalWORKs application pending, the FP liaison will set a control to monitor the outcome. If the application is approved, the FP liaison will expedite the participant into GAIN with an assignment to a FP GSW. If the application is denied, the FP liaison will notify the CBL and Family Preservation agency by phone, followed up with an updated GN 2016 within three workdays.
- (d) If the participant is already in GAIN under another file, the FP liaison ensures the case is transferred to the FP GSW.
- (e) The FP liaison will complete the GN 2016 with the FP GSW’s name, file and telephone number, and faxes or e-mails it to the FP agency liaison, with a copy to the CBL and CSW, within three workdays from the date the form was received.

### .313 FP Agency Processing

The FP agency representative will schedule a MCPC meeting that had not been scheduled when the first GN 2016 was sent by the CBL via faxing or e-mailing a new GN 2016 to the FP GSW, with a copy to the CBL, CSW and GAIN FP liaison, advising him/her of the date, time, and location. FP agencies will also notify FP GSWs of any rescheduled or cancelled MCPCs via a GN 2016. This is followed up with a call to the FP GSW.

### .314 Identification by EW or Home Interview Program (HIP) EW

- (a) During the redetermination or home interview, the EW/ HIP EW asks if the participant is receiving FR or FP services.

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- (b) If the participant is receiving FP services, the case is assigned to the SSS EW for handling.
- (c) If FP services are identified, the CalWORKs application (if not already on aid) and registration to GAIN is expedited. If exempt from WtW, the participant is encouraged to volunteer for GAIN.

### .32 FP GSW Responsibilities

The GSW attends MCPC meetings, coordinates services, and develops the welfare-to-work plan in consultation with the CSW and the FP agency representative.

#### .321 When Receiving First GN 2016

- (a) The FP GSW contacts the FP agency representative to discuss the case and determine what additional GAIN activities the participant can handle. The FP GSW will request a copy of the DCFS 800 developed during the MCPC, if one has already been held, and a copy of the DCFS 802.
- (b) The FP GSW participates in all MCPC meetings. All contacts are documented on the MGPA screen.
- (c) Develops WtW plan ([See Section 2012.323](#)).

#### .322 Participant Self-disclosure of FP

If a participant discloses that he/she is receiving FP services during an office interview and the case is not with an FP GSW, the GSW shall notify his/her supervisor who shall ensure that the case is immediately assigned to the FP GSW who will continue the interview as follows:

- (a) The FP GSW will contact the FP agency liaison, if the participant has the name and phone number, to inquire about the MCPC after first asking him/her to sign the ABCDM 228, Applicant's Authorization for Release of Information.
- (b) If the participant does not have the information necessary to make appropriate referrals, the FP GSW contacts the CBL to obtain the information.

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- (c) Contact the FP agency liaison to obtain the date and time of MCPC meeting and request a GN 2016 as confirmation; request a copy of the DCFS 800, if one was completed, and a copy of the DCFS 802.
- (d) If all of the information is available, the FP GSW negotiates the WtW plan or sets a follow-up appointment and provides the participant a list of necessary items or actions to complete the process.
- (e) If contact with the FP agency or CBL was unsuccessful, initiate a return appointment no later than five workdays from current date.

### .323 Development of Welfare-to-Work Plan

The FP GSW shall discuss the activities assigned through the FP agency with the participant, make referrals to SSS as appropriate, and assign additional GAIN activities, when appropriate.

- (a) The following are **core activities** provided by the FP agencies:
  - (1) In-Home Outreach Visits
  - (2) Counseling
  - (3) Parenting Training
  - (4) Substitute Adult Role Model
  - (5) Child Focused Activities
  - (6) Self-help/Family Support Groups
  - (7) Therapeutic Day Treatment
  - (8) Teaching and Demonstrating Homemaking

**Note:** On a case-by-case basis, the FP GSW, in consultation with the GSS, will determine if all or some of the above activities may be included as part of the WtW plan.

- (b) In determining which other FP activities or core services qualify as WtW activities and count for the weekly participation requirements, the activity must be evaluated on a case-by-case basis with the ultimate deciding factor being:

**“Does the activity aid in removing a barrier to employment?”**

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- (c) After consultation with the GSS, if both deem the activities appropriate, these activities will be included in the WtW plan and the FPP component for the activities is added on GEARS.
- (d) Services provided by GAIN contractors for mental health services, substance abuse services and domestic violence services are added on GEARS separately under the appropriate component.
- (e) Additional GAIN activities such as vocational training and job search services may be negotiated and assigned, as appropriate, and added under separate GEARS components.

### .324 Progress Reporting

- (a) Satisfactory participation in all WtW plan activities, including FP activities, is required.
- (b) The FP GSW shall manually initiate a GN 6008, Participant Progress Report, every 90 days to the FP agency liaison for the FP component. The FP GSW will control for receipt of the GN 6008 from the FP agency liaison within 10 workdays from the date mailed.
- (c) If a participant is engaged in any linkage services (e.g., MH, SA, DV, Job Search, etc.), a GN 6008 will be mailed every 90 days to the treatment/service provider and due to the FP GSW as specified in GAIN policy. ([See Section 1250,1260,1270](#))
- (d) Progress reports for linkage services shall be shared with the case-carrying DCFS CSW as part of service coordination.
- (e) Whenever a participant successfully completes, or terminated from, FP activities, the FP Agency Liaison will send a GN 6007B, Enrollment Termination Notice, within three workdays of completion/termination. Other significant changes will be communicated to the FP GSW verbally and in writing by the FP Agency Liaison within five workdays of the change.

### .325 Compliance

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- (a) The FP GSW is to consult with the FP Agency Liaison during the compliance process to determine whether or not good cause exists.
- (b) If GAIN linkage services MH and SA are a part of the FP Program activities and the participant is not in compliance with these services, the FP GSW will consult with the service provider to determine if good cause exists.
- (c) Prior to imposing a sanction in the compliance process, the FP GSW will consult with the FP Agency Liaison to obtain any new or additional information necessary to determine if a sanction should be imposed or if good cause exists.

### .326 MCPC Meetings

- (a) After the initial notification by the CBL, any additional MCPC meetings are scheduled by the FP agency via faxing or e-mailing a GN 2016 to the FP GSW and following up with a phone call.
- (b) The FP agency will ensure that the existing FP case plan is provided to the FP GSW so that the WtW plan may reflect FP services.
- (c) The FP GSW shall attend all MCPC meetings scheduled for participants in his/her caseload. The meetings include the participant, family members, the CSW, the FP agency provider and others as appropriate.
- (d) The FP GSW shall attend the initial MCPC meeting held for an exempt participant and strongly encourage GAIN participation as an exempt volunteer.
- (e) To the extent possible, the FP agency shall schedule MCPC meetings involving a particular FP GSW over one to two days as needed to minimize the GSW's absence from his/her office.
- (f) The FP agency shall notify the participant in writing of the scheduled date, time, expected duration, and location of the meeting.

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- (g) The FP agency shall immediately notify the GSW via phone and a faxed or e-mailed GN 2016 when a MCPC meeting is rescheduled or cancelled.
- (h) The FP agency will schedule follow-up MCPC meetings every 60 to 75 days to determine if alterations in the FP and WtW plan are needed.
- (i) The GSW mails the GN 6154, Notification of Family Preservation Program Activity in the WtW Plan, to advise the participant what activities will be included in the WtW plan, with a copy to the FP agency representative. If additional hours need to be assigned, an appointment will be sent concurrently with this form.

### **.4 Family Reunification Program**

State law allows for participants who are no longer receiving a cash grant to begin/continue receiving CalWORKs Welfare-to-Work services (including SSS) when a child has been removed by DCFS or the court from the home of a CalWORKs family and the child is receiving out-of-home care. Services can be provided if the County determines that the services are necessary for family reunification and the parent(s) has a FR plan.

#### **.41 Eligibility for FR Services**

- (a) When the court, based on the recommendation of DCFS, determines that parents are candidates for family reunification, they may be eligible for GAIN FR services provided the following conditions are met:
  - (1) The children were removed from the parent's custody and placed in out-of-home care by DCFS.
  - (2) The parent with an FR plan was aided on the CalWORKs case when the child/ren were removed from the parent's home. If the parent is sanctioned, the sanction may be ended immediately to qualify the parent to obtain FR services.

**NOTE:** If all of the children are not removed from the home and the remaining family members continue to be eligible for a cash grant, then the family is not considered a FR family. The adult may then receive needed services as any other GAIN case. However, if a child's removal results in ineligibility for the remaining family members

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due to the reduction of the maximum aid payment, then they qualify as a FR case.

- (3) The court and/or DCFS have determined that GAIN services are necessary for family reunification.
- (b) DCFS staff may also designate a case as being eligible for FR without court involvement in situations where the family agrees to the voluntary placement of the children and the family was receiving CalWORKs at the time of removal.

### .411 Time Period for Receipt of FR Services

Services under FR are allowable for up to a 180 days from the date of the child/ren's removal from the CalWORKs assistance unit. The courts or DCFS may extend FR services beyond 180 days with good cause. DCFS will notify the FR GSW of a good cause extension granted beyond 180 days.

Note: Cash aid shall be terminated at the end of month in which the detention hearing determines that the children will remain in protective custody. (see CalWORKs 82-812.68)

Good cause extensions may be approved by DCFS or the court for the following reasons:

- (a) To account for the number of days between the dates of the child/ren's removal from the home and the court-ordered reunification plan, and
- (b) DCFS or the court determine that additional time is needed to complete the court-ordered reunification plan.

### .42 Available FR Services

Qualified FR services provided by DCFS may include:

- (a) Individual and Family Therapy
- (b) Group Therapy
- (c) Parent Education
- (d) Substance Abuse
- (e) Mental Health
- (f) Domestic Violence
- (g) Support Groups

Additionally, the following support services provided by DCFS may include:

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- (h) Legal Services
- (i) Homemaker Services
- (j) Public Health
- (k) Financial Counseling
- (l) Assistance Services
- (m) Lay Therapy/Parent Aides

Participants may also concurrently access all appropriate WtW services.

### .43 FR Referrals from DCFS

DCFS staff check CalWORKs eligibility on the Single Index system. If the family has an open CalWORKs case, a packet including the DCFS 5230, AB 429 Notification Gram to DPSS GAIN Services Workers, the court Minute Order, a cover sheet indicating the assigned CSW with the phone number, and a print-out showing the eligibility status is assembled. The Emergency Response (ER) supervising CSW (SCSW) gives this to the LGSW who will consult with the CSW or the Intensive Services Worker (ISW) to determine the necessary services for FR eligible participants. For voluntary FR or failed Family Maintenance (FM) cases, the supervisor provides a copy of the voluntary FR case plan, in lieu of the minute order, to the LGSW. The LGSW then proceeds according to section [2012.44](#).

#### Note:

For DCFS offices where Linkages has not yet been implemented, the ER SCSW requests that the unit clerk complete Section I & II of the DCFS 5230 after consulting with the CSW. The clerk then sends it to the Central FR liaison at Region V as shown on the form. The latter determines eligibility, consults with the appropriate GAIN Region FR liaison to determine the FR GSW assignment, annotates the form and returns it to the CSW, copying the FR liaisons at the appropriate district and Region, and the SCSW. For voluntary FR cases, the SCSW asks the unit clerk to follow the same procedure as above. The FR liaisons then follow procedures in section [2012.45](#) and [2012.46](#) for all FR cases.

### .44 Processing of FR Referrals by LGSW

Upon receipt of the FR referral packet, the LGSW researches the case further to determine if the participant is eligible for FR services and annotates disposition on DCFS 5230. For FR eligible participants, the LGSW will consult with the case-carrying CSW to

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determine which additional services will be needed. The LGSW completes parts I and II of the DCFS 5230 and e-mails it to the GAIN FR liaison at the appropriate Region, using the Linkages Liaison listing, and concurrently to the FR liaison at the corresponding district office.

If the referred parent is not eligible because he/she was not aided at the time of the removal of the children, the annotated DCFS 5230 is returned to the CSW. Also, the LGSW provides a copy to the FR district liaison to advise him/her of the removal of the children.

### .45 Processing of FR Referrals by GAIN FR Liaisons

Upon receipt of the DCFS 5230, the FR liaison transfers the case to the FR GSW in the Specialized Supportive Services unit or registers the case with the FR GSW within one workday, if not yet registered. The FR liaison also adds the FR flag on the MPRS GEARS screen.

#### .451 Sanctioned Cases

Participants who are sanctioned will be registered by ending the sanction ([See Section 1312.45](#)) and may receive FR services immediately.

### .46 Processing of FR Referrals by District FR Liaisons

Upon receipt of the DCFS 5230, the FR Liaison requests that the EW terminate the aid and the case is processed according to section 82-812.68 of CalWORKs Policy. This includes cases where the parent was unaided, thus ineligible for FR services, or not approved for FR services by the court.

### .47 Attendance of LGSW at TDM Meetings Held for FR cases

TDMs are held at key junctures in the course of DCFS handling of FR cases. To provide support, the Linkages GSW shall:

- .471 Attend TDM meetings involving mutual or potentially mutual cases to inform the attendees about available services and benefits through DPSS when:
- a) children are at risk of being removed from the home;
  - b) children are removed and placed in out of home care, or;

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- c) children are returned to the home.
- .472 Research participants' CalWORKs and GAIN case status and consult with the case-carrying EW/GSW prior to attending a TDM meeting and afterwards for follow up action items. Help resolve sanctions and advise attending participants of available GAIN services and supportive services. Make referrals and negotiate participation agreements for urgent need cases, such as those needing immediate SA, MH, DV or housing services.
- .473 Inform the EW and/or GSW of issues that emerge at the TDM meeting.
- .474 Screen families for potential eligibility for CalWORKs/GR or Food Stamps/Medi-Cal only via the DCFS 5122.
- .475 Receive FR referral requests from designated DCFS staff after detention hearings, jurisdictional/disposition hearings and when voluntary placement agreements are approved by DCFS.
- .476 Research received FR referral to determine if the participant is eligible for FR services (was an aided adult on CalWORKs case), and annotates disposition on DCFS 5230 gram.
- .477 If the participant is eligible for FR services, complete Parts I & II of the DCFS 5230 and send it to the FR liaison at the appropriate CalWORKs district and GAIN Region. The gram shall include proposed activities/services per discussion with the assigned CSW and the CSW contact information.
- .48 Duties of FR GSW
  - .481 Contacting the CSW

The FR GSW shall contact the case-carrying CSW within three workdays and discuss the DCFS case plan and GAIN FR activities recommended on the DCFS 5230 for incorporation in the WtW plan.

If the FR GSW is unable to reach the CSW within three workdays, he/she shall inform the FR liaison who will contact the Linkages coordinator at the DCFS office to facilitate

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contact. If this is unsuccessful, the ISOS or Linkages Program Manager will assist in resolving the matter.

The DPSS Linkages clerk will check the LGSW FR referral log monthly to identify eligible referrals where no case coordination has occurred within 30 days. The clerk will bring these to the attention of the ISOS Linkages Manager who will work with the FR liaison and the DCFS Linkages coordinator to resolve.

### .482 Contacting the Participant

The FR GSW shall schedule an appointment by phone within one workday of notification or receiving the case. If unsuccessful, the FR GSW shall send the GN 6010-3, Appointment Letter to Discuss Supportive Services, via GEARS screen MNOF, setting an appointment date within six workdays.

### .483 Developing the WtW Plan

When meeting with the participant the FR GSW shall:

- (a) Advise the participant that FR activities done through DCFS will be incorporated into the DPSS WtW plan and that the activities and hours agreed upon in consultation with the CSW are binding in order to fulfill the requirements of the joint FR plan ([See 2012.42](#)). In addition, advise the participant that if he/she is receiving GR, there is a requirement of 20 hours of participation per week. If the participant does less than 20 hours, the FR GSW shall contact the GROW worker, who will take appropriate action.
- (b) Obtain an ABCDM 228, Release of Information, signed by the participant. Annotate the following under the purpose: “to develop a coordinated service plan pursuant to Welfare and Institutions Code Section 11203.”
- (c) Open the FRP component on GEARS.
- (d) If the participant is receiving Domestic Violence (DV) services, consult with the provider to determine if the participant can engage in additional activities.

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- (e) As appropriate, assign additional activities under separate components in consultation with the CSW.
- (f) Amend the WtW plan, if one already exists, on the WtW 2, to reflect FR services and other new activities and send a copy to the CSW. If the CSW agrees with the new WtW plan, update GEARS within one workday of CSW concurrence.

### .484 Compliance/Progress Reporting

When it is discovered that a participant is failing to comply or is not making satisfactory progress with his/her WtW plan, the FR GSW shall:

- (a) Contact the case-carrying CSW within two calendar days by forwarding copies of any progress reports and following up with a phone call or e-mail to enlist the CSW's help in resolving the issue and motivating the participant to comply with the FR plan.
- (b) Send the participant the GN 6010-3 to discuss the participant's failure to participate.
- (c) Work with the participant to resolve barriers preventing participation. Adjust the hours of participation in consultation with the CSW if there is good cause. Advise the participant that he/she must participate a minimum of 20 hours per week if receiving GR. If participation falls below 20 hours per week, contact the FR liaison at the GR district to obtain the name and phone number of the GROW Case Manager (GCM). Then notify the GCM via faxing or e-mailing the ABP 296, GROW Notification of Change. The GCM will then assign concurrent activities to bring the participant into compliance.
- (d) Stop FR services and deregister the participant if the CSW sends the DCFS 5230 indicating in Part III that FR is terminated due to failure to comply with mandated requirements.
- (e) If the participant is not receiving GR and fails to comply with WtW activities, he/she is not subject to compliance action and services are to be provided/offered until the FR plan is terminated by the CSW. The CSW will only terminate the FR plan when

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the essential requirements ordered by the court or DCFS are not met.

### .485 Family Reuniting after Six-month Period

Upon receiving a DCFS 5230 indicating in Part III that FR services are terminated due to the family reuniting, the FR GSW shall:

- (a) Close the FRP component and adjust/cancel supportive services.
- (b) Update FR flag on MPRS to “no”.
- (c) Contact the district office FR liaison to facilitate reinstatement of aid. Hold the case for up to 45 calendar days for a change to eligibility status “1”. Maintain close contact with the EW for status.
- (d) If aid is reinstated, consult with CSW to see if family has been referred for FP services. If FP services are provided, contact the CBL to obtain the GN 2016 and follow up. ([See Section 2012.31](#)) The participant will then remain in GAIN as a mandatory participant, unless qualified for an exemption.
- (e) If aid will not be reinstated, close any open components and deregister the case.

### .486 Permanent Placement of Children

When notified by DCFS that children will not be returned to the home, the FR GSW shall:

- (a) Close all components, cancel supportive services within one workday, then deregister the case.
- (b) Notify the district FR liaison via the DCFS 5230, Part III, indicating the permanent placement of the children.

### .487 Notification to GROW for GR Cases

When employable participants are receiving both FR services and GR they are required to participate 20 hours per week which is the requirement in GROW. The FR GSW shall send the ABP 296 to the GCM on a monthly basis to certify that the participant is in compliance. When it is

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determined that the hours fall below the requirement, the GCM must be notified within one workday via the ABP 296.

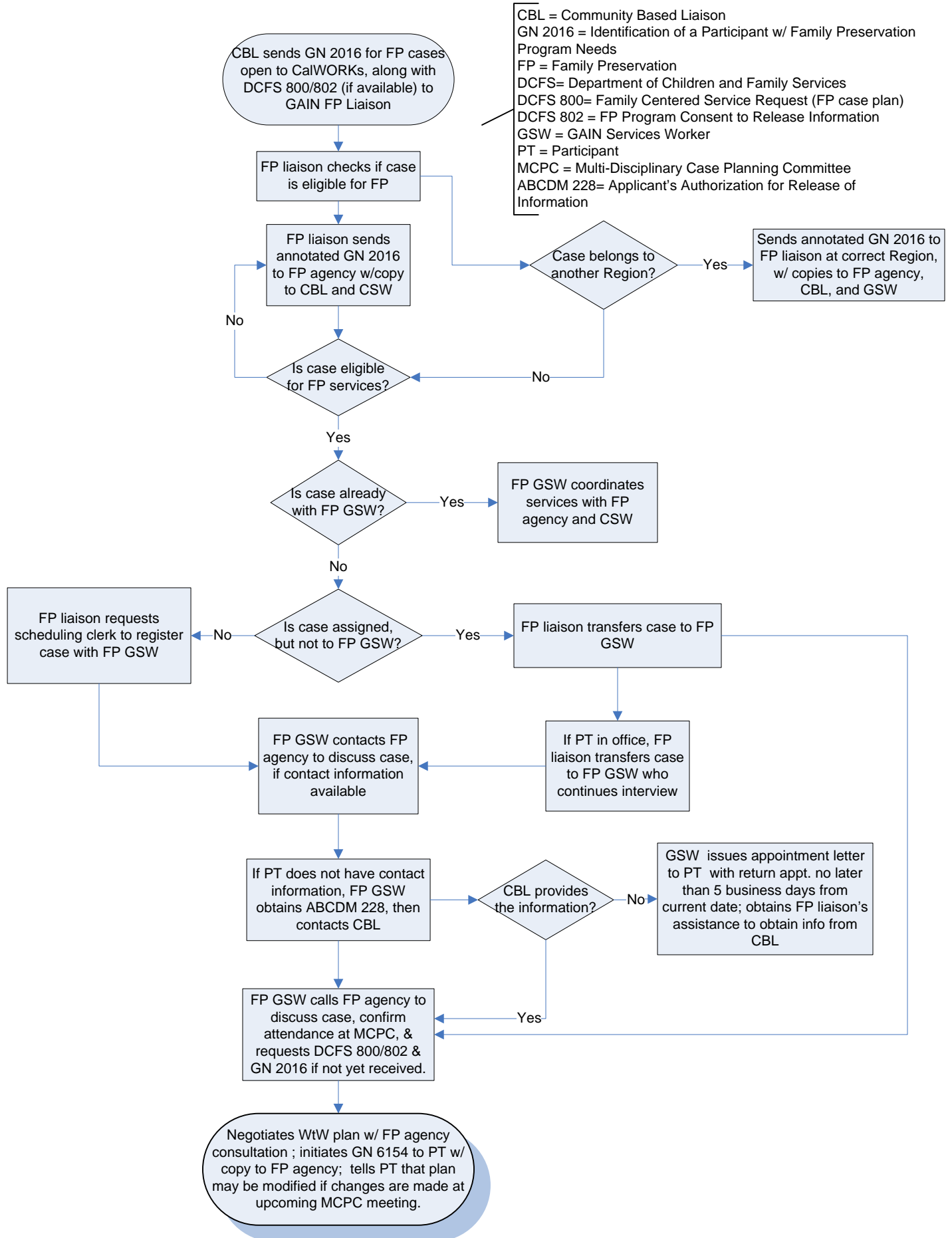
FR participants who are in a court-ordered substance abuse program are considered Administratively Unemployable (AU) and exempt from participation in GROW. For these cases, monthly reporting is not needed. However, when the program is completed, the GR EW must be notified by phone by the FR GSW so that a referral to GROW will be initiated by updating LEADER and designating the participant as “Employable”.

In the event that the participant continues with other FR activities totaling 20 hours per week after completion of the substance abuse program, the GCM shall be advised by phone and the ABP 296 shall again be sent monthly to certify that the requirements for GROW are met.

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**2013 DECISION CHARTS**

**.1 Identification/Processing of Family Preservation Cases**



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## .2 Processing of Family Reunification Referrals from DCFS

DCFS = Department of Children and Family Services  
 FR = Family Reunification  
 FM= Family Maintenance  
 ER = Emergency Response  
 SCWS = Supervising Children’s Social Worker  
 DCFS 5230 = AB 429 Notification Gram to DPSS EWs & GSWs  
 CSW = Children’s Social Worker  
 LGSW = Linkages GAIN Services Worker  
 WtW = Welfare-to-Work  
 GN 6010-3 = GAIN Services Worker Appointment Letter – Discuss GAIN Assignment/Supportive Services

