

**County of San Diego, Health and Human Services Agency (HHSA)  
CalWORKs Program Guide**

**Inter-County Transfer (ICT)**

**Number**

**40-100.P**

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**Revision Date:**

November 1, 2020

**Background:**

Per state regulation, EAS 40-185, an Inter-County Transfer (ICT) must be initiated when an entire assistance unit (AU) moves from one county to another within California without a break in aid. An ICT is considered a continuation of benefits for a recipient, not a new application for an applicant.

This revision updates the CalWORKs Program Guide (CPG) ICT policies to align with the State Eligibility and Assistance Standards (EAS) and All County Letter (ACL) No. 17-58.

**Purpose:**

This section is being revised to provide guidance on ICT regulations when child care or Homeless Assistance (HA) were issued to the customer. The Notification of Inter County Transfer form was updated as a result of changes to the Homeless Assistance program made by Senate Bill (SB) 80.

**Policy:**

The customer must report a change in residence to either the receiving or sending county within 10 days of the actual move in person, in writing, by telephone or online. If the customer fails to report a change in residency within California, this shall not constitute an overpayment or other negative action.

If an AU moves from one region to another that pays a higher grant or vice versa, the receiving county will adjust the AU's grant to their MAP grant levels at the end of the transfer period regardless of whether the grant amount increases or decreases.

**Initiating the Inter-County Transfer and Requesting Documents**

The county that was notified of the change must initiate the ICT within seven business days of receiving the notification. Benefits must be transferred to the receiving county no later than the first day of the next benefit month following thirty days after the county was notified of the change in residency.

The sending county must send a copy of case documents such as the application, reports, overpayment forms, Welfare-to-Work (WTW) plan, birth certificates, social security cards, identification cards, immunization records, income, property and other relevant documents to the receiving county to continue benefits. The receiving county must not ask the customer to provide documents that were provided to the sending county. The receiving county will continue to communicate with the sending county until the case is fully transferred to ensure that the sending county discontinues their case. The receiving county will not make any changes to the CalWORKs budget until the next reporting period, unless a request to do so is made by the customer.

The customer is not required to:

- Complete a new application or interview
- Complete a redetermination or Semi-Annual Report (SAR) unless it is due. The sending or receiving county will complete the redetermination or SAR whichever is most convenient for the customer. The redetermination date and SAR cycle that was assigned in the sending county will continue in the receiving county

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- Provide verifications that were provided previously to the sending county

Victim of Domestic Violence (DV) Case

An ICT must be completed for DV cases and must be treated with utmost confidentiality. DV related information can only be released if the customer completes and signs an authorization form in either the sending or receiving county.

Fraud Referral

An early fraud referral (P100) is required for all CalWORKs cases that are transferred into the county unless the customer received CalWORKs in San Diego County during the last 12 months.

Employment Services (ES) and Child Care

The WTW plan is to be provided as part of the ICT referral and will be used by the receiving county. The new county of residence is not precluded from interviewing the CalWORKs customer regarding participation in the ES Program.

To ensure child care stability it may be appropriate to provide and/or complete the Child Care Request Form (CCP7) as part of the ICT process. It is the recipient's responsibility to apply for child care in the receiving county. If the customer requests child care in the receiving county, a CCP8 form will also be provided to the customer.

Sanctions and Penalties

All sanctions and penalties will be transferred to the receiving county

Homeless Assistance (HA)

The county where the CalWORKs customers are physically located and intend to reside is responsible for determining homeless assistance eligibility, regardless of the ICT status. The issuance of HA is based on the date the county receives the request, with all eligibility requirements met.

The receiving county will be informed of the number of days of Temporary Homeless Assistance (THA) the customer has received and the type of HA benefits the customer has received, including Temporary Homeless Assistance, Permanent Homeless Assistance, HA based on an exception and Expanded THA.

Overpayments

CalWORKs overpayments will be transferred to and established in the receiving county. The remaining balance will be recouped in the receiving county.

**Procedure:**

Eligibility Policy and Procedure Guide (EPPG) 01-04

Processing Guide 40-100.P.1

**Forms:**

CW 215 – Notification of Inter County Transfer (10/19) has been revised to add a line in order to enter

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how many days of Homeless Assistance (HA) a customer has received, and the type of HA benefits received.

**References:**

WIC 11450(f)(3)(E)(i)

AB 1603, AB 557

EAS 40-126.3, 40-181.1(c), 40-187, 40-188, 40-189, 40-190, 42-750.11, 44-211.515

ACL No. 02-90, 13-78, 14-30, 16-98, 17-58, 17-58E, 18-34, 18-71, 18-78, 19-118

ACIN I-38-04, I-16-09

**Sunset Date:**

This policy will be reviewed for continuance by September 30, 2023.

**Approval for Release:**



Rick Wanne, Director  
Eligibility Operations