March 3, 2010

CalWORKs Program Guide Letter No. 200

Subject  Changes to Interview Requirements for Certain CalWORKs Inter-County Transfers (ICTs) [Ref: ACIN I-05-09]

Effective  Upon Receipt

Purpose  The purpose of this letter is to inform CalWORKs Eligibility staff of changes to the interview process for certain CalWORKs ICTs that have been added to CPG 40-100-P, Inter-County Transfer and 40-100.F, Application Process for Non-Parent Relative Caretaker.

Background  The ICT process previously required that the receiving county (second county) conduct a face-to-face interview with the family, review their completed application and treat them as a recipient family. The passing of Senate Bill (SB) 1160 implemented changes to the face-to-face interview requirement during the ICT process for certain non-needy caretaker relatives.

SB1160 exempts non-needy caretaker relatives from the face-to-face interview requirement in the new county of residence IF they are receiving CalWORKs in the existing county (first county) on behalf of a child who is:

- A dependent child of the court, AND
- Not eligible for federal Foster Care

In addition, SB1160 requires that the relative:

- Has been appropriately approved to care for the child (see CPG 41-500.B, Caretaker Relative Requirements), AND
- Is not receiving CalWORKs benefits for him or herself

Note: This exemption only applies to ICTs when the family transfers from one county to another and the same non-needy caretaker relative will continue to act as caretaker.

Summary of Updates  CPG sections 40-100-P and 40-100.F have been modified and loaded to the online CalWORKs Program Guide:

<table>
<thead>
<tr>
<th>CPG Section</th>
<th>Title</th>
<th>Program Updates/Changes</th>
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<tr>
<td>40-100.P</td>
<td>Inter-County Transfer</td>
<td>• Added clarification regarding</td>
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<td></td>
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<td>documentation to support ICT</td>
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<thead>
<tr>
<th>Application</th>
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<tr>
<td>Process for</td>
<td><strong>Non-Parent</strong></td>
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<td><strong>Relative</strong></td>
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<tr>
<td><strong>Caretaker</strong></td>
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</table>

- Added Face-to-Face Interview Waiver section
- Added SFIS Reminder section
- Added note regarding waiver of face-to-face interview for certain non-needy caretaker relatives and link to 40-100.P.

Changes to the CPG are noted with highlighted text.

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**Program Impact**

No impact to Food Stamps, Medi-Cal, General Relief or Child Care Programs.

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**Automation Impact**

No Automation impact.

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**Forms Impact**

No impact to forms.

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**Imaging Impact**

No imaging impact.

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**ACCESS Impact**

ACCESS Agents will follow current ACCESS ICT protocols, supported by CalWORKs Program regulations, when responding to calls of this nature.

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**Assistant Deputy Director**

Sylvia Melena,
Self-Sufficiency Programs
Strategic Planning & Operational Support

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**Manager Contact**

CalWORKs Program

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EL:as