RESPONSE TO REQUEST TO INSPECT CASE RECORD CALWORKS, CALFRESH, TCVAP, AND REFUGEE PROGRAMS

CLIENT NAME: CLIENT CASE NUMBER:

AUTHORIZED REPRESENTATIVE:

You or your Authorized Representative (AR) have the right to inspect your entire case record, except for information that has been determined to be privileged or confidential by the County Welfare Department (CWD).

On _____ , you or your AR requested to inspect:
DATE

☐ Your entire case record for: ☐ CalWORKs ☐ CalFresh ☐ TCVAP ☐ Refugee Cash Assistance

☐ A portion of your case record including: ☐ CalWORKs ☐ CalFresh ☐ TCVAP ☐ Refugee Cash Assistance

_____

_____

_____

The CWD is providing you or your AR access to inspect:

☐ The entire case record for: ☐ CalWORKs ☐ CalFresh ☐ TCVAP ☐ Refugee Cash Assistance

☐ The portion of the case record requested for: ☐ CalWORKs ☐ CalFresh ☐ TCVAP ☐ Refugee Cash Assistance

The CWD has removed documents or redacted the information determined to be privileged or confidential based on the following:

☐ Confidential information about another adult or head of household in or out of the home. The CWD can authorize inspection of this information if the person signs a release form giving you permission to inspect this information.
If removed, number of removed documents: _____

☐ Mental health records. If removed, number of removed documents: _____

☐ Whereabouts of an absent parent received from a Child Support Agency.
If removed, number of removed documents: _____

☐ Child Protective Services reports or information regarding the whereabouts of children removed from the home by Child Protective Services. If removed, number of removed documents: _____

☐ Other _____
If removed, number of removed documents: _____

For questions or to discuss your request to inspect some or all information and documents of your case record, please contact _____.

PREPARED BY:

NAME AND TITLE OF PREPARER: DATE: