

**CalWORKs DATA SYSTEMS DESIGN TASKFORCE
SYSTEMS MAINTENANCE UNIT
(SMU)**

TRANSMITTAL NUMBER: 99-03 (T)

January 28, 1999

TO: All QCIS Users

SUBJECT/PURPOSE: Completing TANF/TANC Cases with Zero Grants.

RELATED REFERENCE: Q5 Bulletin Dated December 15, 1998

SUPERSEDES: AFDC QC Procedure for dropping zero grant cases.

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

Prior to welfare reform, AFDC QC procedure allowed for dropping cases when no grant was paid in or for the sample month (zero grant), and some counties are following this procedure for CalWORKs case reviews. However, many CalWORKs case recipients may be eligible for and continue to receive CalWORKs services or may be engaged in CalWORKs work participation activities even though they received a zero grant. Collecting data on services and work participation is very important since it impacts work participation rates.

At the recent CPS Advisory Group meeting, county representatives agreed to change those cases with zero grant from drop to complete beginning with the October 1998 sample.

INSTRUCTIONS:

Beginning with the October 1998 sample, review TANF (Primary and Secondary) and TANC cases with zero grants. The first digit of the review number for these cases are 1,6, 7, 8 and 9. Determine if the case was eligible for and received CalWORKs services. If no services were received, drop the case. Note in the case comments that "No services were received".

If the case did receive services, complete the case review. **All** "Always" required items must be completed. Accept case record information if it is not questionable. If further verification is required, it is not necessary to conduct a home visit; a letter or phone contact is acceptable. For TANF cases code item 030-0011 (Review Findings) "1" No payment error.

INQUIRIES: Systems Maintenance Unit

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