

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 31, 2001

ALL COUNTY INFORMATION NOTICE I-43-01

TO: ALL COUNTY WELFARE DIRECTORS
 ALL CalWORKs PROGRAM SPECIALISTS
 ALL WELFARE TO WORK SPECIALISTS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: INTER-COUNTY TRANSFER (ICT) PROCEDURES, REVISED CW 215 FORM, ICT COORDINATORS LIST, AND LEGISLATIVE REPORT

The purpose of this letter is to reiterate Inter-County Transfer (ICT) procedures and to transmit copies of the revised CW 215 (Notification of Intercounty Transfer) form, an updated ICT Coordinators List, and a Legislative report on ICTs. The ICT regulations and procedures were established to ensure continuous services and cash aid to California Work Opportunity and Responsibility to Kids (CalWORKs) recipients when they move from one county to another. Achieving these goals requires good communication and ongoing cooperation between the counties involved.

ICT regulations are found in the Manual of Policies and Procedures, Sections 40-187 through 40-197 and provide instructions for both former and receiving counties.

FORMER COUNTY RESPONSIBILITIES

The former county of residence must ensure that documentation pertinent to the client's continuing eligibility is sent promptly (the California Department of Social Services (CDSS) suggests five working days). The client must also be made aware of the importance of establishing eligibility in the new county as soon as possible. Counties are required to inform clients, in writing, of their responsibility to apply for a redetermination of eligibility in their new county of residence. The ICT reminder notice (M40-195A) has been provided to counties for this purpose.

RECEIVING COUNTY RESPONSIBILITIES

Receiving counties are encouraged to make contact with the client to facilitate the re-application process. Likewise, the receiving county should make every effort to process ICT cases promptly to avoid any disruption of services or benefits to the client. Counties are reminded that in ICT cases, continuing eligibility is to be determined based on "recipient" criteria. ICT clients should **not** be treated as new applicants, especially in

the areas of income, property limits and restricted accounts. Failure to do this could result in an inappropriate denial of CalWORKs benefits.

Additionally, the former county of residence must discontinue transferred cases once the new county has assumed responsibility for the provision of aid. Counties that fail to discontinue ICT cases in a timely manner, cause overpayments and disruption in services and benefits to the client. Again, communication between counties is essential to ensure a smooth transition. To assist in this communication we are attaching an updated list of ICT coordinators for your use. Counties are encouraged to utilize this list to facilitate the transfer of information between counties.

CW 215

The CW 215 (05/01) form has been revised to reflect changes resulting from the implementation of the CalWORKs program. The form now incorporates Welfare-to-Work information, a space to document Maximum Family Grant informing dates, as well as various other revisions to the Sanctions/Penalties, Medi-Cal, and Documentation Sent sections. Sections that are no longer needed have been eliminated and the form has been re-formatted to accommodate as much information as possible. A camera-ready copy of the CW 215 form is available on-line at www.dss.cahwnet.gov/getinfo/pubintro.html, or you may contact the Forms Management Unit by telephone at (916) 657-1907 or by e-mail at fm@dm.dss.ca.gov.

REPORT TO THE LEGISLATURE

Also attached to this notice is a copy of a legislative report on CalWORKs Inter-County Transfers. The 2000/01 budget act mandated CDSS to report findings and recommendations to improve the current CalWORKs ICT process to minimize disruption of services for CalWORKs recipients. As recommended in the report, CDSS will work with counties and advocates to strengthen current ICT regulations to improve uniformity among counties and to facilitate a smooth transition for CalWORKs clients. CDSS will also look at the feasibility of developing an abbreviated ICT application form.

If you have any questions regarding this notice or the ICT process, please contact Paulette Stokes at (916) 654-3386.

Sincerely,
Original signed by
Charr Lee Metsker on
5/31/01

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachments

c: CWDA
CSAC

NOTIFICATION OF INTERCOUNTY TRANSFER

Instructions: Workers should complete each space. If the information requested does not pertain to this case, indicate with N/A symbol.

SENDING COUNTY NAME AND ADDRESS RECEIVING COUNTY DISCONTINUANCE DATES FOR TRANSFER <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">CalWORKs/RCA</td> <td style="width:33%;">FS</td> <td style="width:33%;">MC</td> </tr> <tr> <td>TMC</td> <td colspan="2">1931(b)</td> </tr> </table> <input type="checkbox"/> WAIVE 30 DAY ICT PROCESS:				CalWORKs/RCA	FS	MC	TMC	1931(b)		CASE NAME CASE NUMBER RECIPIENT ADDRESS NUMBER/STREET CITY ZIP CODE RECIPIENT'S MAILING ADDRESS (IF DIFFERENT) RECIPIENT'S PHONE NUMBER(S) DATE MOVED PAYEE'S NAME (IF DIFFERENT) SSN PAYEE'S RELATIONSHIP TO AIDED CHILD(REN)																			
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ICT COORDINATORS LIST – MAY 2001

ALAMEDA

Central Index – (510) 268-2981

CalWORKs/Medi-Cal

Cassie Wright – (510) 268-2225

Alameda County
Social Service Agency
Attention: S361
401 Broadway
Oakland, CA 94607

Welfare to Work

Patricia Fortenberry – (510) 596-0411

Alameda County GAIN Office
310 – 45th Street
Oakland, CA 94609

Foster Care

Marilyn Todd – (510) 268-2204

Alameda County
Social Service Agency
Foster Care Section – J330
P.O. Box 12881
Oakland, CA 94604-2881

ALPINE

CalWORKs/Medi-Cal/Foster Care

Jackie Casey

Welfare to Work/Cal Learn

Kim Wessels

(916) 694-2235

FAX: (916) 694-2252

Alpine County
Department of Social Services
P.O. Box 277
Markleeville, CA 96120

AMADOR

CalWORKs/Medi-Cal

Barbara Hale – (209) 223-6550

FAX: (209) 223-6208

Welfare to Work

Steve Baber – (209) 223-6550

Amador County
Department of Social Services
1003 Broadway
Jackson, CA 95642

BUTTE

CalWORKs/Medi-Cal

Diana Hogue – (530) 538-7360

Butte County
Department of Social Welfare
P.O. Box 1649
Oroville, CA 95965

CALAVERAS

CalWORKs

Anne Carder – (209) 754-6440

Welfare to Work/Cal Learn

Jeanette O'Brien – (209) 754-6576

FAX: (209) 754-6724

Medi-Cal

Connie McLain – (209) 754-6447

Foster Care

Stephanie Kearny – (209) 754-6812

FAX: (209) 754-6543

Calaveras County
Calaveras Works and Human Services
891 Mountain Ranch Road
San Andreas, CA 95249

COLUSA

CalWORKs

Nancy Montgomery – (530) 458-0265

Medi-Cal

Hilda Aguayo – (530) 458-0262

FAX: (530) 458-0492

Colusa County
Department of Human & Health Serv.
P.O. Box 370
Colusa, CA 95932

CONTRA COSTA

CalWORKs

Pam Morgan – (925) 262-7711

FAX: (925) 262-5144

Contra Costa County
Employment & Human Services Dept.
40 Douglas Drive
Martinez, CA 94553

DEL NORTE

CalWORKs/Medi-Cal

Terile Keevil – (707) 464-3191

Welfare to Work

Sally Smart – (707) 464-3191

FAX: (707) 465-1783

Del Norte County
Department of Health & Social Serv.
880 Northcrest Drive
Crescent City, CA 95531

EL DORADO

CalWORKs/Medi-Cal

Edward Zylman – (530) 642-7277

FAX: (530) 626-9060

El Dorado County
Department of Social Services
3057 Briw Road
Placerville, CA 95667

FRESNO

ICT – Incoming

Satima Roshdy – (559) 456-7447

FAX: (559) 456-7448

ICT – Outgoing

Pete Martinez – (559) 453-6537

FAX: (559) 453-8507

Medi-Cal

Maria Guerra – (559) 453-3944

Welfare to Work

Jose Luis Gonzales – (559) 453-6130

FAX: (559) 453-4745

Fresno County
Employment and Temporary Assistance
P.O. Box 1912
Fresno, CA 93750-0001

GLENN

CalWORKs/Medi-Cal

*Becky Hanson or Loretta Kjer
(530) 934-6514*

FAX: (530) 934-6521

Welfare to Work

Robyn Zimmer – (530) 934-6510

Glenn County
Human Resources Agency
P.O. Box 611
Willows, CA 95988

HUMBOLDT

CalWORKs

Mark Magladry – (707) 441-2069

Medi-Cal

Kathy Cauble – (707) 268-2787

FAX: (707) 441-5600

Humboldt County
Department of Social Services
929 Koster Street
Eureka, CA 95503

IMPERIAL

CalWORKs

Charles Fourong – (760) 337-6837

Medi-Cal

Lyn Hernandez – (760) 337-6820

FAX: (760) 370-0492

Imperial County
Department of Social Services
2995 S. 4th Street, Ste. 105
El Centro, CA 92243

INYO

CalWORKs

Sheri Snyder – (760) 872-1394

Medi-Cal

Darlene Landis – (760) 872-1394

FAX: (760) 872-1749

Inyo County
Department of Health & Human Serv.
162-A Grove Street
Bishop, CA 93514

KERN

CalWORKs/Medi-Cal

*Incoming ICT – Stephen Pelz
(661) 633-7187*

*Outgoing ICT – Mary Bolinger
(661) 631-6057*

FAX: (661) 631-6562

Kern County
Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

KINGS

CalWORKs/Medi-Cal

Janis Hansen – (559) 582-3241 X2204

FAX: (559) 585-0346

Welfare to Work

John Semas – (559) 582-3241 X2270

FAX: (559) 585-8046

Kings County
Human Services Agency
1200 South Drive
Hanford, CA 93230

LAKE

CalWORKs/Medi-cal

Sandra Davis – (707) 995-4267

or

Ester Gould – (707) 995-4218

FAX: (707) 995-4204 (Eligibility)

Lake County
Department of Social Services
P.O. Box 9000
Lower Lake, CA 95457
or
15975 Anderson Ranch Parkway
Lower Lake, CA 95457

LASSEN

CalWORKs

Gwen Mears – (530) 251-8152

FAX: (530) 251-8370

Lassen County
Health & Human Services Dept.
P.O. Box 1359
720 Richmond Road
Susanville, CA 96130

LOS ANGELES

Case Inquiry – (213) 639-6300

CalWORKs

Frances Howard – (562) 908-8437

Medi-Cal

Sandra Rodriquez – (562) 908-8310

Los Angeles County
Department of Public Social Services
Attn: ICT Unit
12860 Crossroads Parkway South
City of Industry, CA 91746

Foster Care

Chris Campos – (626) 858-1519

FAX: (626) 332-8637

Foster Care mailing address:
Department of Children & Family Serv.
Revenue Enhancement-Special Oper.
800 South Barranca Avenue
Covina, CA 91723
Attn: FC/AAP HOTLINE

MADERA

CalWORKs/Medi-Cal

Ralph Garcia – (559) 675-2448

FAX: (559) 675-7603

Welfare to Work

Marion Brawley – (559) 662-8367

FAX: (559) 675-7983

Madera County
Department of Social Services
P.O. Box 569
Madera, CA 93639

MARIN

CalWORKs/Medi-Cal

Catherine Moreno – (415) 499-7043

Marin County
Department of Health & Human Serv.
P.O. Box 4160
San Rafael, CA 94913

MARIPOSA

CalWORKs/Medi-Cal

Debbie Smith – (209) 966-3609

Welfare to Work/Cal-Learn

Nancy Bell – (209) 966-3609

FAX: (209) 966-5943

Mariposa County
Department of Social Services
P.O. Box 7
Mariposa, CA 95338

MENDOCINO

Ukiah Office – CalWORKs

Nancy Naumann – (707) 463-7828

Fort Bragg Office – CalWORKs

Jan Kurtyka – (707) 962-1077

Mendocino County
Department of Social Services
P.O. Box 8508
737 South State Street
Ukiah, CA 95482

MERCED

CalWORKs

Terri Gallegos – (209) 385-3000 X5766

Medi-Cal

Wangki Xiong – (209) 385-3000 X5296

FAX: (209) 383-6925

Merced County
Human Services Agency
P.O. Box 112
Merced, CA 95341-0112

MODOC

CalWORKs

Pat Wood – (530) 233-6501 X504

FAX: (530) 233-2136

Modoc County
Department of Social Services
120 North Main Street
Alturas, CA 96101

MONO

CalWORKs/Medi-Cal

Francie Avitia – (800) 521-6678

FAX: (760) 924-5431

Welfare to Work

Phil Hartz – (800) 521-6678

FAX: (760) 934-5142

Mono County
Department of Social Services
P.O. Box 2969
Mammoth Lakes, CA 93546

MONTEREY

CalWORKs

Gloria Carney – (831) 755-4406

Medi-Cal

Star Howard – (831) 755-4415

Welfare to Work

Sandra Weaver – (831) 755-4457

FAX: (831) 755-8408

Monterey County
Department of Social Services
1000 South Main Street, Ste. 208
Salinas, CA 93901

NAPA

CalWORKs

Teresa Zimney – (707) 253-4697

FAX: (707) 253-6095

Napa County
Health & Human Services Agency
2261 Elm Street
Napa, CA 94559

NEVADA

CalWORKs/Medi-Cal

Pamela Carlson – (530) 265-1629

FAX: (530) 265-7062

Nevada County
Human Services Agency
Dept. of Adult & Family Services
P.O. Box 1210
Nevada City, CA 95959

ORANGE

CalWORKs/Medi-Cal/ Foster Care/Welfare to Work

Ruth Daniel – (714) 435-4642

FAX: (714) 435-7351

Orange County
Social Services Agency
P.O. Box 25196
Santa Ana, CA 92799-5196

PLACER

CalWORKs/Medi-Cal

Brenda Green – (530) 784-6034

FAX: (530) 784-6100

Placer County
Department of Health & Human Serv.
11519 "B" Avenue
Auburn, CA 95603

PLUMAS

CalWORKs/Welfare to Work

Susan Rhodes – (530) 283-6276

Medi-Cal/Foster Care

Virginia Ekonen – (530) 283-6441

FAX: (530) 283-6368

Plumas County
Department of Social Services
270 County Hospital Road, Room 207
Quincy, CA 95971

RIVERSIDE

CalWORKs/Welfare to Work

Carol Spooner – (909) 358-3369

Medi-Cal

Susan deJonckheere – (909) 358-3992

Welfare to Work mailing address:

Riverside County
Department of Public Social Services
1020 Iowa Avenue
Riverside, CA 92507

CalWORKs/Medi-Cal mailing address:

Riverside County
Department of Public Social Services
4260 Tequesquite Avenue
Riverside, CA 92501

Foster Care

Katherine Chavez – (909) 358-3283

Foster Care mailing address:

Riverside County
Children's Services, 2nd Floor
10281 Kidd Street
Riverside, CA 92503

SACRAMENTO

CalWORKs

Patri Lawson – (916) 875-3715

Medi-Cal

Jennifer Sipe – (916) 875-3731

Foster Care

Grady Young – (916) 875-6390

Sacramento County
Department of Human Assistance
P.O. Box 2448
Sacramento, CA 95812

SAN BENITO

CalWORKs

Pat Estrada

Medi-Cal

Joyce Thysell

Foster Care

Karen Shurden

*(831) 636-4180 (CalWORKs/Medi-Cal/
Foster Care)*

Welfare to Work

Sheri Pieper – (831) 636-4196

Cal Learn

Mary Macias – (831) 636-4066

FAX: (831) 637-9754

San Benito County
Health & Human Services
1111 San Felipe Road, Ste. 206
Hollister, CA 95023

SAN BERNARDINO

Central Index – (909) 387-5040

CalWORKs

Judy Varela – (909) 388-0224

or

June Hutchison – (909) 388-0283

Medi-Cal

Raquel Raden – (909) 388-0279

or

Candice Karpinen – (909) 387-5040

FAX: (909) 387-5057

San Bernardino County
Department of Public Social Serv.
Temporary Assistance Dept., ICTs
494 North "E" Street
San Bernardino, CA 92415-0080

SAN DIEGO

CalWORKs/Medi-Cal

Terri McGregor – (858) 514-6920

FAX: (858) 514-6760

San Diego County
Health & Human Services Agency
4990 View Ridge Avenue
San Diego, CA 92123

Foster Care

Peggy Kostiuk – (858) 495-5448

FAX: (858) 495-5749

Health & Human Services Agency
Family Resource Center
5201 Ruffin Road, Ste. K
San Diego, CA 92123

SAN FRANCISCO

CalWORKs

Miriam Parker (C450) – (415) 557-5721

FAX: (415) 557-5478

Medi-Cal

Estella Caoile (S230) – (415) 557-6221

FAX: (415) 557-5703

San Francisco County
Department of Human Services
P.O. Box 7988
San Francisco, CA 94120

SAN JOAQUIN

CalWORKs/Medi-Cal

*ICT Incoming – Sunday Smith
(209) 468-1353*

*ICT Outgoing – Rod Gaede
(209) 468-1453*

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REPORT TO THE LEGISLATURE
ON
CalWORKs INTER-COUNTY TRANSFERS

April 1, 2001

STATE OF CALIFORNIA
Gray Davis, Governor

HEALTH AND HUMAN SERVICES AGENCY
Grantland Johnson, Secretary

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
Rita Saenz, Director

REPORT MANDATE:

Supplemental Report of the 2000 Budget Act, Item 5180-101-0001

DESCRIPTION:

The Supplemental Report of the 2000 Budget Act mandated the California Department of Social Services (CDSS) to prepare and submit a report to the Legislature no later than April 1, 2001. The purpose of this report is to present findings and recommendations to improve the current CalWORKs Inter-County Transfer (ICT) process to minimize disruption of services for CalWORKs recipients.

EXECUTIVE SUMMARY

Subject:

This report presents findings and recommendations on how to improve the California Work Opportunity and Responsibility to Kids (CalWORKs) Inter-County Transfer (ICT) process.

Principal Findings and Recommendations:

Some evidence (including input from advocates and counties) suggests that ICT cases are not always processed appropriately. However, administrative data suggests that the degree to which this problem exists does not appear to be great. Nevertheless, it is recommended that the ICT regulations be strengthened and current procedures reiterated to counties to improve uniformity and to help ensure that a disruption in services does not occur.

CDSS recommends the following measures be taken in consultation with advocates and counties:

- Strengthen current regulations to:
 - Add specific language to ensure “recipient” criteria is applied for eligibility determination in ICT cases.
 - Specify timeframes for counties to provide information to receiving counties and discontinue clients in a timely manner.
 - Instruct counties to attempt contact with the client.
- Explore the feasibility of developing an abbreviated application form for ICTs.
- Distribute the revised ICT form.
- Reiterate proper ICT procedures to all counties.

CDSS has already begun to work on some of the above recommendations. The revised ICT form has been completed and an All County Information Notice is being drafted to restate proper ICT procedures. In addition, CDSS is working with the advocate community and counties on the feasibility of developing an abbreviated application form. These recommendations are measures that can be implemented administratively. More extensive modifications to the ICT process would require a statutory amendment.

Fiscal Impact:

Minimal fiscal impact limited to administrative costs relative to the development and distribution of a new form and revised regulations.

REPORT TO THE LEGISLATURE

CalWORKs INTER-COUNTY TRANSFER PROCESS

Introduction

The purpose of this report is to present findings and recommendations to improve the current Inter-County Transfer (ICT) process to ensure continuation of services for California Work Opportunity and Responsibility to Kids (CalWORKs) recipients who move to a new county. This report is mandated by the Supplemental Report of the 2000 Budget Act.

Background

CalWORKs ICT Requirements

Under current ICT requirements,¹ the CalWORKs family's former county of residence initiates the ICT process by sending an intercounty transfer form to the new county upon notification that the client is moving. The client is informed in writing of their responsibility to apply for a redetermination of eligibility in the new county. Typically, this entails the completion of a new application form to provide the new county with information on the client's current circumstances. The former county is to provide copies of documentation relative to the client's eligibility, time on aid, work history, etc., to the receiving county and retains responsibility for the provision of aid during the transfer period. The transfer period ends no later than the first day of the month following 30 calendar days after the ICT notification is sent to the new county. The transfer period may be shortened by mutual agreement between the counties involved. Current regulations are not specific with regard to timelines, as well as county and recipient responsibilities. For instance, the regulations do not designate a period of time by which the former county must send documentation to the new county. The regulations also fall short of establishing deadlines by which recipients must reapply in the new county before being discontinued from aid. In each county, a designated ICT Coordinator serves as the county contact to handle problematic transfers. The California Department of Social Services (CDSS) updates the list of ICT Coordinators annually and transmits it to counties via an All County Information Notice.

Other Program ICT Requirements

The Medi-Cal program currently has the same intercounty transfer requirements as CalWORKs. However, to ensure continuing Medi-Cal benefits for this population, the federal Health Care Financing Administration (HCFA) has recently notified states that they must conduct ex parte Medi-Cal redeterminations. That is, counties must to the

¹ ICT procedures were established in Welfare and Institutions Code Section 11053 and 11102, and are regulated under the Manual of Policies and Procedures (MPP) Sections 40-187 through 40-197. Current regulations were previously revised in May 1997, to incorporate modifications as a result of the ICT Simplification Demonstration Project conducted from May 1994 to April 1997.

extent possible, determine continuing eligibility for Medi-Cal benefits without the involvement of the client based on information in the individual's public assistance case records. This requirement maintains reliance on the former county's records to continue Medi-Cal benefits.

There is no intercounty transfer process in the Food Stamp Program. When a client relocates to another county, they are notified that their food stamp allotment will be discontinued at the end of the month. The client is instructed to reapply for continuing food stamp benefits in the new county.

Methodology

CDSS looked at the ICT issue from the viewpoint of counties and welfare advocates, and consulted with other states, CDSS legal and program staff, the Health and Human Services Data Center, and the Department of Health Services. Administrative data relative to the number of ICTs that occur and the number of hearings requested on ICT issues were reviewed to assess the extent of the problem.

Counties have provided input through monthly meetings between CDSS and county representatives, a CalWORKs policy simplification survey issued in March 2000, and through telephone surveys with selected counties. CDSS staff has conferred with advocates to discuss their concerns and the possibility of developing an abbreviated application form specifically for ICT cases.

Findings

Other States Perspective

States with county-administered welfare programs (like California) were asked about their procedures, forms, timeframes, compatibility with food stamp and Medicaid programs, and whether they felt their process was effective. Two of the three states that responded reported that clients must submit a new application when they move to another county, and one state requires clients to report only pertinent changes (e.g., rent, wages, etc.) to the new county. All three states send relevant documentation from the clients' case file from one county to another. All reported that the procedures followed in their state were effective.

Advocate Perspective

The advocate community has expressed dissatisfaction with the current transfer process. Some welfare advocates allege that counties routinely determine eligibility in transfer cases, based on criteria used for a new applicant rather than a continuing recipient. Eligibility requirements differ between applicants and recipients in such areas as the treatment of income, property limits and restricted accounts. Therefore, ICT recipients may be found ineligible for CalWORKs if the county uses applicant eligibility criteria rather than recipient rules.

Advocates also argue that most of the responsibility for the continuation of aid should be placed on the counties and clients should not be required to fill out a new application form because they move. It has been suggested that the development of an abbreviated application form specifically for ICT clients may reduce the amount of paperwork transferring clients are often required to complete. Most county representatives believe that the application form cannot be abbreviated substantially, if at all, for ICT clients. Factors affecting program eligibility (e.g., job, earnings, resources, household expenses, etc.) often change after a residential change. Much of the information requested on the CalWORKs application forms, including all of the food stamp questions, are necessary to determine continuing eligibility.

County Welfare Department Perspective

County welfare departments have also expressed dissatisfaction with the current ICT process. In March 2000, CDSS requested input from counties regarding the simplification of policies and regulations in the CalWORKs program. Of the 23 counties that expressed an opinion concerning ICTs, virtually all felt that the ICT process is cumbersome and inefficient, and recommended that ICTs be eliminated.

The greatest difficulty counties face is the inability to obtain case file records from the former county in a timely manner, if at all. It is also problematic for counties if the client does not establish eligibility in the new county in a timely manner. Counties may be unable to process their application before the end of the transfer period, resulting in a break in aid. Under the counties proposed solution, the former county would discontinue the case at the end of the month following the move. The client would complete a new application (and provide verification) to determine continuing eligibility in the new county. This would ensure that eligibility is established appropriately and eliminate delays in the provision of aid that occur because of the difficulty counties have in obtaining the necessary documentation from the former county. Clients that fail to reapply before the discontinuance date would lose their recipient status and have to apply as new applicants.

The counties' proposed process would align with the procedures followed in the Food Stamp Program. That is, the case would be terminated in the former county at the end of the month following notification of the move. The client would then reapply for both cash aid and food stamps in the new county of residence. Counties feel that this would be a cleaner process, and would eliminate some confusion on the part of the client. As it currently stands, the client must continue to submit a monthly report to the former county for cash aid and to the new county for food stamps until the end of the transfer period. This is because the former county is still providing cash aid, while the new county has already taken over responsibility for the provision of food stamps.

The elimination of the ICT process, as the counties propose, would require a statutory amendment, which would be opposed by advocates who believe the process is necessary to ensure uninterrupted continuation of aid. In addition, this would be inconsistent with HCFA's guidelines for the Medicaid program. HCFA specifies that, in a county-administered Medicaid program, when a family moves within the state, the state and the counties are responsible for transferring the case record from the former

county of residence to the new county of residence so that Medicaid can continue without interruption. The state cannot require the family to reapply for Medicaid or comply with a Medicaid redetermination solely based upon a move to a new county.

Administrative Data

Approximately 2.4 percent of the total CalWORKs caseload (11,800 families) moved to another county one or more times in 1999. Smaller counties receive as few as 10 ICT clients per month while larger counties can receive as many as 162.

The CDSS State Hearings Division reported only six ICT-related hearings within the last six months. Based on this data, it appears that the incidence of inappropriate ICTs is low.

Recommendations

CDSS believes the responsibility for the continuation of CalWORKs benefits when a recipient moves from one county to another is shared by both the recipient and the counties involved. Recipients must take responsibility to reapply for aid in a timely manner. Likewise, all counties must transfer the necessary documentation and discontinue cases in a timely manner when the responsibility for providing aid is no longer theirs. In an effort to improve the transfer process, absent a change in state statute, CDSS shall:

- Work with advocates and county representatives to strengthen the ICT regulations to:
 - Establish a timeframe by which counties must provide needed documentation.
 - Add specific language regarding the discontinuance of clients at the end of the transfer period.
 - Specify the eligibility criteria to be used in ICT cases.
 - Add language directing receiving counties to attempt contact with the client when an ICT notification is received from another county.
- Work with advocates and county representatives to explore the feasibility of developing an abbreviated ICT application form.
- Reiterate proper ICT procedures via an All County Information Notice and provide counties with the revised ICT notification form to facilitate the transfer of pertinent case information.

CDSS has already begun to work on a number of the stated recommendations. The revised ICT form has been completed and a letter is being drafted to restate proper ICT procedures to all counties. In addition, CDSS is collaborating with the advocate community and counties on the possible development of an abbreviated application form.

Fiscal Impact

The fiscal impact would be minimal and limited to state administrative costs relative to the development and distribution of a new form and revised regulations. Counties may incur a small increase in administrative costs associated with the procurement of the new form and any system programming necessary for its use.

ATTACHMENTS

Welfare and Institutions Code Sections 11053 and 11102

Inter-County Transfer Regulations (Manual of Policies and Procedures
Section 40-187 through 40-197

NOTIFICATION OF INTERCOUNTY TRANSFER Form (CW 215)

Inter-County Transfer Reminder Notice of Action

Chapters 2 (commencing with Section 11200) and 5 (commencing with Section 13000) of this part until he is first personally interviewed by the office of the county department or state staff for patients in state hospitals. Such personal interview shall be conducted promptly following the application for assistance. If an applicant is incapable of acting in his own behalf, the county department shall verify this fact by personal contact with the applicant before aid is authorized. As used in this section, the term public assistance does not include health care as provided by Chapter 7 (commencing with Section 14000) of this part.

The interview conducted pursuant to this section shall occur within seven days after the time of application unless there are extenuating circumstances which justify further delay.

11053. It shall be the responsibility of a recipient changing residence from one county to another within the state to promptly notify the county paying aid to the recipient of the move and to apply for a redetermination of eligibility within the new county of residence. The first county shall notify the second county of the recipient's move as soon as the recipient's location in the second county is known. The county to which the recipient has moved will be responsible for determining the recipient's continued eligibility for payment of aid and, to the extent possible, as determined by the Director of Health Services, eligibility for the Medi-Cal program, as of the first day of the month following 30 days after the first county has notified the second county of the recipient's relocation. The first county shall provide the second county with copies of those documents, as specified by the department, necessary to establish current eligibility and grant amount.

11054. Each applicant shall be required before approval of assistance or services to file an affirmation setting forth his belief that he meets the specific conditions of eligibility. Such statements shall be on forms prescribed by the department and, in the case of applicants for aid to families with dependent children, shall contain a written declaration that the affirmation is made under penalty of perjury. Any person signing a statement containing such declaration, who willfully and knowingly with intent to deceive states as true any material matter which he knows to be false, is subject to the penalty prescribed for perjury in the Penal Code.

Whenever the applicant himself is incapable of completing the required affirmation, and no guardian or conservator of his estate has been appointed, the affirmation may be completed on his behalf by a relative or close personal friend or a representative of a public agency who has all necessary knowledge regarding the applicant's circumstances and is willing to affirm thereto. A copy of the affirmation shall be furnished to the applicant or other person completing it at the time it is filed. Such other person completing an affirmation who willfully and knowingly with intent to deceive states as true any material matter which he knows to be false is subject to the penalty prescribed for perjury in the Penal Code.

A county department may also require like statements to be completed prior to approving restoration of aid as provided by Section 11051, and may require new statements at any time for purposes of continuing assistance.

11055. The county shall promptly investigate all applications for public assistance as prescribed by the regulations of the department.

11055.5. (a) In the administration of the Aid to Families with Dependent Children program, counties may conduct an early fraud prevention and detection program pursuant to this section.

WELFARE AND INSTITUTIONS CODE

SECTION 11100-11105

11100. For the purposes of the provisions of this code relating to public assistance, the continued absence of a recipient of public assistance from this state for a period of 60 days or longer shall be prima facie evidence of the intent of the recipient to have changed his or her residence to a place outside this state. The county granting the public assistance shall make inquiry from all recipients who have been continuously absent from this state for a period of 30 days, with the next assistance payment, so as to determine their intent to remain residents of California or to become residents of another state, and shall redetermine the residence of those persons. In any case where the inquiry made under this section establishes that the recipient is no longer a resident of this state, his or her aid shall be terminated immediately.

If a recipient is prevented by illness or other good cause from returning to this state at the end of 60 days, and has not by act or intent established residence elsewhere, residence shall not be deemed to have been lost in this state.

11100.1. (a) For purposes of the In-Home Supportive Services program established pursuant to Article 7 (commencing with Section 12300) of Chapter 3, "good cause," as defined in Section 11100, shall include, but is not limited to, the following:

(1) Outpatient medical treatment necessary to maintain the recipient's health where the medical treatment is not available in California.

(2) Short-term schooling or training necessary for the recipient to obtain self-sufficiency where training which would achieve that objective is not available or accessible in California.

(3) Court-issued subpoena or summons.

(b) The director shall promulgate regulations for the application of this section.

11100.5. Notwithstanding Section 11100.1, or any other provision of law, in-home supportive services provided pursuant to Article 7 (commencing with Section 12300) of Chapter 3 shall be suspended for any recipient who leaves the state and remains absent from the state for a period which exceeds six months. In-home supportive services shall not be resumed until the recipient, upon returning to the state, requests a reassessment of need from the county welfare department, and the reassessment has been completed.

11101. When a recipient of public assistance is absent from the United States for a period in excess of 30 days, his aid shall thereafter be suspended whenever need cannot be determined for the ensuing period of his absence from the United States. No person shall be considered absent from the United States in accordance with this section if he is residing in any of the states, territories, possessions or other districts eligible to receive grants-in-aid from the federal government under the Social Security Act.

11102. County residence is not a qualification for aid under any public assistance program.

County responsibility for making aid payments is determined as follows:

(a) The county where the applicant lives shall accept the application and shall be responsible for paying the aid.

(b) Responsibility for payment of aid to any person qualifying for and receiving aid from any county, who moves to another county in this state to make his home, shall be transferred to the second county as soon as administratively possible, but not later than the first day of the month following 30 days after notification to the second county.

For purposes of public assistance the county in which an applicant or recipient lives is:

(1) For a patient in a state hospital or institution, voluntary, nonprofit, or proprietary facility or other public or private institution, the county from which he was admitted.

(2) For a person who has had to leave the county in which he normally lives, solely for the purpose of securing care not otherwise available to him in a medical facility, the county in which he last maintained a living arrangement outside a medical facility.

(3) For a person who on or after July 1, 1969, has been released or discharged from a state hospital, for a period not to exceed three years from the date of such release, the county from which he was admitted to the hospital.

(4) For a person who prior to July 1, 1969, has been released on leave of absence from a state hospital, the county from which he was admitted.

11104. Aliens shall be eligible for aid only to the extent permitted by federal law.

An alien shall only be eligible for aid if the alien has been lawfully admitted for permanent residence, or is otherwise permanently residing in the United States under color of law. No aid shall be paid unless evidence as to eligible alien status is presented.

11104.1. The State Department of Social Services and the State Department of Health Services shall not take any compliance, disallowance, penalty, or other regulatory action against a county, as long as the United States Department of Health and Human Services has not taken any compliance, disallowance, penalty, or other action against the state, with respect to any error in the county's determination to make an individual eligible for benefits under the Aid to Families with Dependent Children, Food Stamps, and Medi-Cal programs based on citizenship or immigration status, under any of the following circumstances:

(a) The county has determined the eligibility based on a verification of satisfactory immigration status by the Immigration and Naturalization Service.

(b) The county was required by federal law to provide the applicant or recipient a reasonable opportunity to submit documentation.

(c) The county was required by federal law to wait for the response of the Immigration and Naturalization Service to the county's request for official verification of the immigration status of the individual.

(d) A fair hearing process was required pursuant to federal law.

11105. (a) No person shall be granted aid under this part unless he is a resident of this state.

(b) Where a recipient of aid under Chapter 2 (commencing with Section 11200) receives an aid payment at an address outside of this state for two consecutive months, the recipient's eligibility shall be terminated where the county has made inquiry of the recipient pursuant to Section 11100, and where the recipient has not responded to this inquiry by clearly showing that he or she has (1) not established residence elsewhere; and (2) been prevented by illness or other good cause from returning to this state.

(c) If a recipient whose aid is terminated pursuant to subdivision (b) reapplies for aid, payments shall be restored provided all other eligibility criteria are met if this individual can prove both of

40-183	INTRAPROGRAM STATUS CHANGE (Continued)	40-183
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.5 Change From Medically Needy to Cash Grant Recipient

Application for AFDC as specified in Section 40-121, and determination of eligibility to receive an AFDC cash grant are necessary before the status of a medically needy person may be changed to that of an AFDC recipient. A new Statement of Facts (CA 2) is required only when a periodic determination of eligibility is due or there has been some significant change in circumstances which gives a basis for questioning eligibility for AFDC. See Section 40-181.212. When all eligibility criteria are met for AFDC, the grant shall be authorized and the authorization document shall indicate a status change from medically needy to AFDC cash grant. Any necessary change in his/her certification from medical assistance, to reflect his/her change in status from a medically needy person to an AFDC cash grant recipient, shall be made.

NOTE: Authority cited: Sections 10553, 10554, and 11369, Welfare and Institutions Code. Reference: Sections 11053 and 11102, Welfare and Institutions Code.

40-185	INTERPROGRAM TRANSFERS	40-185
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.1 Interprogram Transfer -- Defined

An Interprogram Transfer is a transfer from one cash grant program to another, which is completed without interruption in aid payment.

.2 When Interprogram Transfer Initiated

An interprogram transfer shall be made to AFDC when a recipient in one program applies for and is determined to be eligible for AFDC

.3 Repealed by Manual Letter No. EAS-91-02, effective 2/1/91.

40-187	INTERCOUNTY TRANSFER	40-187
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.1 The following definitions pertain to intercounty transfer (ICT) procedures.

.11 30-Day Transfer Period The 30-day transfer period begins with the postmarked date or the date of the electronic transfer of the notification of the ICT. When the 30th day falls on a Saturday, Sunday or a legal holiday, the first business day following the weekend or holiday is considered to be the last day of the 30-day transfer period.

40-187	INTERCOUNTY TRANSFER (Continued)	40-187
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| .12 | Expiration of Transfer Period | The end of the month following the 30-day transfer period after the first county either mails or electronically transfers the notification of the ICT to the second county or the end of the month in which aid is discontinued for cause, whichever is earlier. By mutual agreement of the counties involved, the transfer of responsibility may occur at an earlier date. |
| .13 | First County | The county from which the recipient has moved. |
| .14 | Intercounty Transfer | A transfer of responsibility for determination of eligibility and for provision of social services from one county to another. |
| .15 | Second County | The county to which the recipient has moved to make his home. |
| .16 | Transfer Period | The period of time in which the second county determines eligibility and the first county remains responsible for payment of aid. |

NOTE: Authority cited: Sections 10553, 10554, 10604, 11053, and 11102, Welfare and Institutions Code. Reference: Sections 10553, 10554, 10604, 11450.018(a) and (b) and 11452.018(a), Welfare and Institutions Code.

40-188	TRANSFER PROCEDURE	40-188
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|------|----------------------|--|
| .1 | First County | The first county shall: |
| .11 | Notify Second County | Notify the second county of the initiation of a case transfer in writing or via electronic data transfer. |
| .111 | Foster Care | Notify the second county of the initiation of a case transfer in writing by form FC 18 (2/97) "Notification of AFDC-Foster Care Transfer" or via electronic data transfer. |
| .12 | Inform Recipient | Inform the recipient in writing of his/her responsibility to apply for a redetermination of eligibility in the second county. |

40-188	TRANSFER PROCEDURE (Continued)	40-188
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|------|---------------------------------|---|
| .121 | Foster Care | For children receiving AFDC-FC, where there is a legal guardian for the child, the first county shall inform the legal guardian in writing of his/her responsibility to apply for a redetermination of eligibility in the second county. |
| .13 | Provide Documentation | Provide the second county with copies of the most recent: |
| .131 | AFDC-FG/U | CA 1/SAWS 1 (Application for Cash Aid, Food Stamps and/or Medical Assistance). |
| .132 | AFDC-U | The work history page of the CA 2/JA 2/ SAWS 2 (Statement of Facts, Cash Aid, and Food Stamps). |
| .133 | AFDC-Incap | Medical verification of incapacity. |
| .134 | Exempt AU Status | Verification of the AU's MAP exempt status. |
| .135 | Foster Care | SAWS 1; FC 2/JA 2/ KG2 ; SOC 158A; Birth Certificate/Alien Status; Social Security Number, FC 3/FC 3A; Voluntary Placement Agreement, Legal Guardianship Papers, or Court Order which establishes the authority for placement; Independent Living Plan; evidence supporting federal and/or state eligibility; and any other information necessary to determine eligibility. |
| .136 | AU with Children
Under Age 6 | Verification of age-appropriate immunizations pursuant to Section 40-105.4(d), which the county has determined acceptable. |
| .137 | | Copies of any documents supporting the eligibility determination made by the first county when requested by the second county. |
| .14 | Determine Eligibility | Determine continuing eligibility and amount of cash aid from the Monthly Eligibility Report due during the transfer period. |
| .141 | Inform | Inform the second county of any changes in eligibility or payment level and send a copy of any resulting notice of action. |

40-188 TRANSFER PROCEDURE (Continued) **40-188**

- .15 Foster Care Obtain notification, written or via electronic data transfer, from the second county of the receipt and disposition of the transfer.

- .2 Second County The second county shall:
 - .21 Redetermine Eligibility Redetermine the recipient's eligibility and amount of cash aid based on current circumstances.

 - .22 Provide Information Provide the first county with any information which might affect eligibility or the amount of cash aid during the transfer period.

 - .23 Foster Care Legal Guardian For children receiving AFDC-FC, where there is a legal guardian for the child, the second county shall make an effort to secure the cooperation of the legal guardian.

 - .24 Foster Care Notification Provide the first county with notification, written or via electronic data transfer, of the receipt and disposition of the transfer documentation.

NOTE: Authority cited: Sections 10553, 10554, 10605, 11053, 11102, and 11369, Welfare and Institutions Code. Reference: Sections 10553, 10554, and 10605, Welfare and Institutions Code.

40-189 COUNTY IN WHICH RECIPIENT MAKES HIS/HER HOME 40-189

- .1 Home County

A recipient is considered to "make his/her home" in the county in which he/she is physically residing.

- .2 Exceptions

The following are exceptions to .1 above:

 - .21 Maintaining Home

The recipient is maintaining a home in a county other than the county in which he/she is physically residing with the intent of returning to that home within four months.

 - .211 Four-Month Limitation

The four-month period starts from the date the county paying aid determines that the recipient is "maintaining a home" in a county other than that in which he/she is physically residing.
 - .212 Fails To Return Home

If the recipient fails to return within the four-month period, he/she is considered to have moved to the county in which he/she is physically residing.

 - .22 Farm Labor Family

The four-month limitation does not apply to the recipient farm labor family that goes to another county to work when a home is maintained to which the family will return when not working.

 - .221 County of Responsibility

The county responsible for paying aid is the county where the farm labor family maintains a home. The home county continues to be responsible for aid payment until the family establishes a home base in another county.

 - .23 AFDC-FC Placement

In AFDC-FC, a child placed by a public agency or a private agency which has legal custody because the child was relinquished to them or a court has given them legal custody, shall be considered to make his/her home in the county in which the court having jurisdiction for the child is located, regardless of whether the child's placement is located in another county.

40-189 COUNTY IN WHICH RECIPIENT MAKES HIS/HER HOME **40-189**
(Continued)

- .24 Inpatient in Public or Private Health Care Institutions When the AU moves because a member of the AU must go to another county to be admitted to a public or private health care institution for inpatient care, the AU is considered to make its home in the first county. The AU must continue to maintain the existing home while out of the first county.
- .25 Inpatient Released From State Hospital A recipient, who was part of an existing AU prior to entering a state hospital and is released from inpatient status in a state hospital, is considered to continue to make his/her home in the county where the AU resided prior to the AU member's admittance to the state hospital from which he/she was admitted for a period not to exceed three years following his/her release from the hospital.
- .26 Medical Care in Another County When a member of an AU must go to another county solely because needed medical care is not available in the home county, the AU's home is considered to be the first county. The AU must continue to maintain the existing home while out of the first county.
- .27 Kin-GAP In Kin-GAP, a child shall be considered to make his/her home in the county which had legal custody of the child pursuant to Section 40-125.8 immediately prior to the dismissal of dependency and establishment of the legal guardianship by the court.

NOTE: Authority cited: Sections 10553, 10554, 10604, 11053, 11102, and 11369, Welfare and Institutions Code. Reference: Sections 10553, 10554, and 10604, Welfare and Institutions Code.

40-190 COUNTY RESPONSIBILITY 40-190

- .1 Initiation of Intercounty Transfer An intercounty transfer shall be initiated immediately when:
- .11 First County is Notified of Move The first county is notified that the recipient has moved his/her permanent residence to another county.
 - .12 Foster Care Transfer Responsibility for the child welfare services case management function of a child receiving AFDC-FC is transferred from an agency in one county to an agency in another county.
 - .121 Legal Guardian The child's legal guardian changes his/her county of residence, the first county shall transfer the AFDC-FC case to the second county.
 - .13 Court Jurisdiction Court jurisdiction for a child receiving AFDC-FC is received by a court that is located in another county.
 - .14 Kin-GAP Transfer A Kin-GAP child has been receiving aid from a county other than the county of responsibility as identified in Section 90-105.2, the case should be transferred to the county of responsibility.
- .2 Payment Responsibility There shall be no interruption nor overlap in payment of aid when a recipient moves from one county to another county.
- .21 General Rule The first county is responsible for continuing eligibility and aid payment during the transfer period.
 - .22 Transfer of AU Members When a child(ren) moves to the home of a new caretaker relative, who resides in the second county, the first county's responsibility for payment of AFDC during the transfer period is as follows:
 - .221 Creation of New AU When the transfer of a child(ren) results in the creation of a new AU which consists of the transferred child plus one or more applicants for aid, the first county is responsible for eligibility and aid payment during the transfer period. The first county is responsible for adding the applicants to the existing AU in the first county.

HANDBOOK BEGINS HERE

- (a) A child receiving AFDC from one county, the first county, moves to another county, the second county to live with his mother. Also in the home are three of the mother's other children. The mother and the other children are unaided, but the mother requests aid for herself and also for these children.

The first county is responsible for eligibility and payment during the transfer period. The mother and children are added to the existing AU in the first county.

HANDBOOK ENDS HERE

- .222 Addition to Existing AU When a transferred child is added to an existing AU which consists of the transferred child and persons currently aided in the second county, the second county is responsible for eligibility and payment for the entire AU. The second county is responsible for adding the transferred persons to the existing AU in the second county.

HANDBOOK BEGINS HERE

- (a) A child receiving AFDC from the first county moves to a second county to live with his mother, who is receiving AFDC from the second county for her three other children. The mother requests aid for the transferred child. The second county becomes responsible for eligibility and payment. The first county discontinues its case with appropriate notice. The second county adds the transferred child to the existing AU in the second county if otherwise eligible. There is no break in aid for the transferred child.

HANDBOOK ENDS HERE

40-190 COUNTY RESPONSIBILITY (Continued) 40-190

- .23 Intraprogram Status Change When an intraprogram status change occurs during the transfer period, the first county is responsible for determining continuing eligibility and the aid payment until the end of the transfer period.

HANDBOOK BEGINS HERE

- .231 If the intraprogram status change is from medically needy to cash grant status, see Sections 40-125.3 and 40-183.5 for county responsibility for determination of eligibility and payment of aid. Also, see Medi-Cal Eligibility Manual Section 50136 for county responsibility for continued Medi-Cal eligibility.

HANDBOOK ENDS HERE

- .24 Expiration of Transfer Period Upon the expiration of the transfer period, the second county is responsible for the payment of aid.
- .3 Exceptions to Payment Responsibility The following are exceptions to the payment responsibilities rule specified in Section 40-190.2.
- .31 Request for Homeless Assistance When an AU requests homeless assistance, see Section 44-211.515. The MAP amount for the county of residence is used.
- .32 Foster Care Placement No intercounty transfer is necessary when the first county places a child in a second county. The first county continues to be responsible for payment of aid.
- .4 Discontinuance During Transfer Period Responsibility of the first county ceases when payment of aid is discontinued during the transfer period.
- .5 Overpayment Adjustment During Transfer Period When the grant has been reduced to recoup an overpayment:

40-197	DISPUTE REGARDING COUNTY RESPONSIBILITY	40-197
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.1 Referring Dispute to Department of Social Services (DSS)

When a county wishes to refer a dispute to DSS, a letter, signed by the director of the CWD, shall sent in triplicate to DSS. The county shall also send copies of documents, correspondence, etc., which are pertinent to a determination of county responsibility and a summary of its contention in the dispute. The decision of DSS shall be final. When responsibility for payment is found to be in a county other than that paying aid, intercounty transfer shall be initiated. DSS will make any claim adjustments which are indicated based on a determination of county responsibility.

.2 Grant of Services During Dispute Period

In the event of a dispute, payment of aid to an otherwise eligible applicant or recipient, shall be provided by the county to which application is made or shall be continued by the county currently paying aid. Such payment shall continue pending the determination of the dispute and shall be subject to the claim adjustments provided in Section 40-197.1 above.

NOTIFICATION OF INTERCOUNTY TRANSFER

Instructions: Workers should complete each space. If the information requested does not pertain to this case, indicate with N/A symbol.

SENDING COUNTY NAME AND ADDRESS RECEIVING COUNTY DISCONTINUANCE DATES FOR TRANSFER CalWORKs/RCA FS MC TMC 1931(b)				CASE NAME CASE NUMBER RECIPIENT ADDRESS NUMBER/STREET CITY ZIP CODE RECIPIENT'S MAILING ADDRESS (IF DIFFERENT) RECIPIENT'S PHONE NUMBER(S) DATE MOVED PAYEE'S NAME (IF DIFFERENT) SSN PAYEE'S RELATIONSHIP TO AIDED CHILD(REN)																							
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State of California
Department of Social Services

Noa Msg Doc No.: M40-195A Page 1 of 1
Action : Inform
Issue: Other
Title: ICT Reminder

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-188.12

Use Form No. : None
Original Date : 07/01/84
Revision Date :

MESSAGE:

IMPORTANT REMINDER

On _____, you told us you moved to _____ County.

If you still need aid, you must apply at the nearest welfare office in the new county where you live before _____.

To avoid delay in getting your aid, apply as soon as possible. Take this form with you to make the application process easier.

Please call me if you have any questions.

Eligibility Worker _____

Telephone Number _____

INSTRUCTIONS: Use to inform recipients who have moved from the county that they must apply for aid in the new county if they want their aid to continue.

Fill in the deadline for applying in the new county.