



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

August 03, 2015

ALL COUNTY INFORMATION NOTICE I-66-15

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

SUBJECT: UPDATED CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM EMPLOYMENT
BUREAU POLICY INTERPRETATION (PI) REQUEST GUIDELINES
AND COUNTY CONSULTANT INFORMATION

REASON FOR THIS TRANSMITTAL

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

This notice provides guidelines and an updated form for submitting PI requests to the CalWORKs Employment Bureau. The updated PI request form includes a California Department of Social Services (CDSS) CalWORKs Employment Bureau approving manager signature block. This notice also provides updated contact information for the CalWORKs Employment Bureau county consultants. This information is provided to support timely responses to policy inquiries, minimize follow-up questions and improve service to counties.

REQUESTING POLICY INTERPRETATIONS

To assist the CalWORKs Employment Bureau in facilitating and expediting responses to inquiries, all county Program Specialists should follow the guidelines below.

- Submit questions through your county’s CalWORKs Employment Bureau county consultant via e-mail using the attached form, with a cc to the appropriate CalWORKs Employment Bureau unit manager. If you would like an electronic version of this form, please contact the CalWORKs Employment Bureau Main Line at (916) 654-2137.
- In the email request, please indicate the reason for the question (e.g., training, a state hearing decision, an eligibility determination, or proposed automation system change). Please do not submit hypothetical questions.
- Include the date by which you must have a response.

- Cite the specific regulation(s) that pertain to your question and any additional references, such as All County Information Notices (ACINs), All County Letters (ACLs), etc.
- Include as many relevant details as possible, as responses will be based on the information provided. Questions without necessary background information may be returned for follow-up.
- State your question(s) clearly and completely. Provide a proposed solution and information supporting the conclusion. Please indicate if you have consulted with other CDSS staff.
- Please refrain from using “county-use” terms, acronyms, or other abbreviations (e.g., EOM, or 01 or 02 to denote family members) in the question.

Following these guidelines will help facilitate a timely response to county questions. All fields of the form should be completed in order for the CalWORKs Employment Bureau county consultant to process the request. A completed PI will be provided to the county contact who filed the request via email by the CalWORKs Employment Bureau county consultant. If a response cannot be provided within ten business days, you will be notified by the CalWORKs Employment Bureau county consultant of the status of your inquiry.

If you have any questions regarding this letter, please contact your CDSS CalWORKs Employment Bureau county consultant at (916) 654-2137.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

Attachments: P.I. Form and County Consultant Information

CalWORKs EMPLOYMENT BUREAU REQUEST FOR REGULATION INTERPRETATION

INSTRUCTIONS: Complete items 1 -10 of the form. Use a separate form for each policy interpretation request. Retain a copy of this form for your records and submit via email to your Employment Bureau county consultant.

1. REQUESTOR NAME:	5. COUNTY:
2. PHONE NO: EMAIL:	6. SUBJECT:
3. REGULATION CITE(S):	7. REFERENCES: (ACLs/ACINs, COURT CASES Etc.)
4. DATE OF REQUEST:	8. DATE RESPONSE NEEDED:

9. QUESTION/BACKGROUND:

10. COUNTY'S PROPOSED ANSWER:

11. CDSS RESPONSE:

EMPLOYMENT BUREAU COUNTY CONSULTANT:	EMPLOYMENT BUREAU CHIEF (PRINT & SIGN):
DATE:	DATE:

DATE RESPONSE RELEASED: _____

Please note: The policies expressed in this response are based on the unique set of facts presented and should not be presumed to apply in other situations.

**CDSS CalWORKs Employment Bureau
County Consultants**
Employment Bureau Phone Number (916) 654-2137

Geoffrey Miller, Unit Manager, (916) 654-6091, Geoffrey.Miller@dss.ca.gov

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