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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

November 18, 2009

ALL COUNTY INFORMATION NOTICE NO. I-80-09

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL COUNTY CONSORTIUM PROJECT MANAGERS
COUNTY REFUGEE COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) PROGRAM: ISSUANCE OF LARGE CORRECTIVE
UNDERPAYMENTS.

<u>REASON FOR THIS TRANSMITTAL</u>
<input type="checkbox"/> State Law Change
<input type="checkbox"/> Federal Law or Regulation Change
<input type="checkbox"/> Court Order
<input type="checkbox"/> Clarification Requested by One or More Counties
<input checked="" type="checkbox"/> Initiated by CDSS

The purpose of this letter is to strongly encourage all counties to give CalWORKs recipients the option to receive corrective underpayments that are over \$1,500 by check or direct deposit, rather than only receiving the payment on their Electronic Benefit Transfer (EBT) card. It has been brought to the attention of the California Department of Social Services (CDSS) that receiving a large supplemental payment on an EBT card can be burdensome to clients. Recipients are required to spend down the back payment within two months or put the money into a restricted account in order to remain eligible for CalWORKs. However, there is a daily limit on the amount of cash a recipient can withdraw from an ATM and clients are only given four free ATM withdrawals each month.

CDSS has created a recommended form, CW 2203, attached, that counties may use to inform clients of their options when these large underpayments are established. This form gives clients 15 days to request their supplemental payment by check, direct deposit, or on their EBT account. It also reminds clients of their option to put an unlimited amount of money into a restricted account, as an alternative to spending down the corrective underpayment. Money put into a restricted account may only be used to purchase a home, start a business, to pay for vocational or educational training expenses, or to avoid an incidence of homelessness. Restricted accounts are exempt from consideration as a resource for CalWORKs recipients. This form may be sent to clients either prior to the issuance of the underpayment notice, or with the notice of action informing them of the establishment of the underpayment.

CAMERA-READY COPIES AND TRANSLATIONS

For a camera ready copy of the English version of this form, contact the Forms Management Unit via email at FMU@dss.ca.gov. If your office has internet access, you may obtain these forms from the CDSS web page at:
http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm.

When translations are completed they are posted on an on-going basis on our web site. Copies of translated forms can be obtained at
http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm. For questions on translated materials, please contact Language Services at (916) 651-8876.

If you have any questions regarding this letter, please contact your CalWORKs County Consultant at (916) 654-1322.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

Attachment

REQUEST FOR SUPPLEMENTAL PAYMENT BY CHECK OR DIRECT DEPOSIT

CLIENT NAME	CASE NUMBER	DATE

The county owes you a large amount of back cash aid due to an underpayment.

You can choose to get this money by check or direct deposit, or on your Electronic Benefit Transfer (EBT) card. If you do not already get your benefits by direct deposit, please note it may take several weeks for direct deposit to be set up.

Please return this form to the county welfare office or call and tell your worker how you would like to get this payment.

EBT account

Paper check

Direct deposit

If the county does not hear from you by _____ (15 days from the date of this notice) this money will be put in your EBT account.

This money will not count as income. It will not count as property in the month received or the next month, either. You must spend down this money by the end of the second month so that you stay under the CalWORKs property limit. For example, if you received your back cash aid in January, you have until the end of February to spend down this money. You may want to talk to your worker about things you can buy that will not count as property.

Saving money can help you plan for your future! A restricted account is a great way to save this back cash aid so you don't have to spend it all right away. You may save an unlimited amount in a restricted account and this money does not count against your property limit. However, remember that once you put money into a restricted account, it can only be spent on buying a home, starting a business, educational or vocational training, or to avoid becoming homeless. If you want to open a restricted account, contact your worker and fill out the restricted account agreement (CW 86).

CLIENT SIGNATURE	PHONE
DATE CLIENT NOTIFIED	WORKER'S INITIALS
WORKER'S NAME	WORKER'S NUMBER