

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 3, 2000

ALL-COUNTY INFORMATION NOTICE I-79-00

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ABCD 350 – ETHNIC ORIGIN AND PRIMARY LANGUAGE REPORT FOR JULY 2000

The purpose of this notice is to transmit a camera-ready copy of the Annual Recipient Report on the California Work Opportunity and Responsibility to Kids (CalWORKs) program, CalWORKs Foster Care, Social Services, Non-Assistance Food Stamps, CalWORKs Welfare to Work, Refugee Cash Assistance, and the Cash Assistance Program for Immigrants Ethnic Origin and Primary Language (ABCD 350 Report), with instructions, for the report month of July 2000.

The ABCD 350 and instructions have been revised to reflect changes in CalWORKs designations resulting from implementation of the state funded Two Parent Program. There are now three categories of non-foster care CalWORKs recipients as follows: 1) Two Parent, 2) Zero Parent, and 3) All (Other) Families. The Two Parent and All (Other) Families categories are also included under the Welfare to Work program.

This report provides data that can be used to 1) assess the need for county bilingual services, 2) identify problems with the delivery of services to recipients, and 3) help facilitate compliance with Civil Rights, Division 21, requirements.

Please mail or fax the completed report no later than August 30, 2000 to:

California Department of Social Services
Data Survey and Systems Design Bureau
M. S. 19-81
P. O. Box 94423
Sacramento, CA 94244-2430
FAX: (916) 322-0121 or (916) 322-9254

If you have questions regarding this report, please contact Karen O'Neill at (916) 322-9605.

Sincerely,

Original Signed By
Lois VanBeers on 8/3/00
LOIS VAN BEERS
Deputy Director
Research and Development Division

Attachments

c: CWDA

Send completed report to:

**Annual Recipient Report on CalWORKs,
CalWORKs Foster Care (FC), Social Services,
Non-Assistance Food Stamps (NAFS),
CalWORKs Welfare to Work (WTW), Refugee
Cash Assistance (RCA), and the Cash Assistance
Program for Immigrants (CAPI) Ethnic Origin
and Primary Language**

California Department of Social Services
Data Systems and Survey Design
M. S. 19-81
P. O. Box 944243
Sacramento, CA 94244-2430
FAX (916) 322-9254

COUNTY
JULY 2000

PART A. ETHNIC ORIGIN

CODE	ETHNIC ORIGIN	NUMBER OF CASES									
		CalWORKs				Social Services	NAFS a/	WTW		RCA	CAPI a/
		Two Parent a/	Zero Parent a/	All (Other) Families a/	FC a/			Two Parent a/	All (Other) Families a/		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)		
1	White										
2	Hispanic										
3	Black										
4	Other Asian or Pacific Islander										
5	American Indian or Alaska Native										
7	Filipino										
C	Chinese										
H	Cambodian										
J	Japanese										
K	Korean										
M	Samoa										
N	Asian Indian										
P	Hawaiian										
R	Guamanian										
T	Laotian										
V	Vietnamese										
Total											

COMMENTS

a/ Total CalWORKs Two Parent, Zero Parent and All (Other) Families cases must equal the corresponding case totals on the CA 237 CalWORKs, Part B., Item 8 (Cells 38, 39 and 40, respectively).
 Total CalWORKs FC must equal the total cases on the CA 237 FC, Part B., Item 8a (Cell 28).
 Total NAFS cases must equal the total cases on the DFA 296, Item 8, NAFS column (Cell 32).
 Total CalWORKs WTW Two Parent cases must equal the total enrollees on the WTW 25A, Part A., Item 1 (Cell1).
 Total CalWORKs WTW All (Other) Families cases must equal the total enrollees on the WTW 25, Part A., Item 1 (Cell1).
 Total CAPI cases must equal the total cases reported on the CA 1037, Part C, Item 10 (Cell 61).

Note: Totals in each column of page one of this report must equal the totals in the corresponding columns on page 2.

PART B. PRIMARY LANGUAGE SPOKEN

CODE	LANGUAGE	NUMBER OF CASES									
		CalWORKs				Social Services	NAFS a/	WTW		RCA	CAPI a/
		Two Parent a/	Zero Parent a/	All (Other) Families a/	FC a/			Two Parent a/	All (Other) Families a/		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)		
0	American Sign Language										
1	Spanish										
2	Cantonese										
3	Japanese										
4	Korean										
5	Tagalog										
6	Other Non-English (specify)										
7	English										
A	Other Sign Language										
B	Mandarin										
C	Other Chinese Languages										
D	Cambodian										
E	Armenian										
F	Ilocano										
G	Mein										
H	Hmong										
I	Lao										
J	Turkish										
K	Hebrew										
L	French										
M	Polish										
N	Russian										
P	Portuguese										
Q	Italian										
R	Arabic										
S	Samoaan										
T	Thai										
U	Farsi										
V	Vietnamese										
Total											

REPORT PREPARED BY	TELEPHONE	FAX	DATE
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a/ Total CalWORKs Two Parent, Zero Parent and All (Other) Families cases must equal the corresponding case totals on the CA 237 CalWORKs, Part B., Item 8 (Cells 38, 39 and 40, respectively).
 Total CalWORKs FC must equal the total cases on the CA 237 FC, Part B., Item 8a (Cell 28).
 Total NAFS cases must equal the total cases on the DFA 296, Item 8, NAFS column (Cell 32).
 Total CalWORKs WTW Two Parent cases must equal the total enrollees on the WTW 25A, Part A., Item 1 (Cell 1).
 Total CalWORKs WTW All (Other) Families cases must equal the total enrollees on the WTW 25, Part A., Item 1 (Cell 1).
 Total CAPI cases must equal the total cases reported on the CA 1037, Part C, Item 10 (Cell 61).

Note: Totals in each column of page one of this report must equal the totals in the corresponding columns on page 2.

**ANNUAL RECIPIENT REPORT ON CalWORKs, CalWORKs FOSTER CARE, SOCIAL SERVICES,
NON-ASSISTANCE FOOD STAMPS, CalWORKs WELFARE TO WORK, REFUGEE CASH
ASSISTANCE AND THE CASH ASSISTANCE PROGRAM FOR IMMIGRANTS
ETHNIC ORIGIN AND PRIMARY LANGUAGE
ETHNICITY AND LANGUAGE CODES LEGEND**

ETHNICITY**LANGUAGE**

<u>CODE</u>	<u>ETHNIC ORIGIN</u>	<u>CODE</u>	<u>PRIMARY LANGUAGE</u>	<u>CODE</u>	<u>PRIMARY LANGUAGE</u>
1	White	0	American Sign Language (ASL)		
2	Hispanic	1	Spanish	H	Hmong
3	Black	2	Cantonese	I	Lao
4	Other Asian/Pacific Islander	3	Japanese	J	Turkish
5	American Indian/Alaska Native	4	Korean	K	Hebrew
7	Filipino	5	Tagalog	L	French
C	Chinese	6	Other Non-English (specify)	M	Polish
H	Cambodian	7	English	N	Russian
J	Japanese	A	Other Sign Language	P	Portuguese
K	Korean	B	Mandarin	Q	Italian
M	Somoan	C	Other Chinese Languages	R	Arabic
N	Asian Indian	D	Cambodian	S	Samoan
P	Hawaiian	E	Armenian	T	Thai
R	Guamanian	F	Ilocano	U	Farsi
T	Laotian	G	Mein	V	Vietnamese
V	Vietnamese				

REPORTING INSTRUCTIONS

ANNUAL RECIPIENT REPORT ON CalWORKs, CalWORKs Foster Care, SOCIAL SERVICES, NON-ASSISTANCE FOOD STAMPS, CalWORKs WELFARE TO WORK, REFUGEE CASH ASSISTANCE, AND THE CASH ASSISTANCE PROGRAM FOR IMMIGRANTS ETHNIC ORIGIN AND PRIMARY LANGUAGE (ABCD 350)

CONTENT

This annual report provides information on the ethnic origins and primary languages of recipients of CalWORKs, CalWORKs Foster Care (FC), Social Services, Non-Assistance Food Stamps (NAFS), CalWORKs Welfare to Work (WTW), Refugee Cash Assistance (RCA), and the Cash Assistance Program for Immigrants (CAPI).

PURPOSE

This report provides data that can be used to 1) assess the need for county bilingual services, 2) identify problems with the delivery of services to recipients, and 3) facilitate compliance with Civil Rights, Division 21, requirements.

DISTRIBUTION

Data from this report will be compiled and released to the Civil Rights Bureau, program managers, and other interested persons and agencies.

DUE DATE

This is an annual report using July as the report month.

The report is to be received in Sacramento as soon as possible after July 31, 2000, but no later than August 30, 2000. Please send or fax the reports to:

California Department of Social Services
Data Systems and Survey Design Bureau
M. S. 19-81
P. O. BOX 944243
Sacramento, CA 95244-2430
FAX: (916) 322-9254

ETHNIC ORIGIN – DEFINITIONS

<i>ETHNIC ORIGIN</i>	<i>Includes all persons having origins in any of the original peoples of:</i>
White	Europe, North Africa, or the Middle East
Hispanic	Mexico, Puerto Rico, Cuba, Central/South America, or other Spanish culture regardless of race
Black	The black racial groups of Africa
Chinese	China
Cambodian	Cambodia
Japanese	Japan
Korean	Korea (North or South)
Filipino	Philippine Islands
Samoan	Samoa
Asian Indian	Indian subcontinent
Hawaiian	Hawaiian Islands
Guamanian	Guam
Laotian	Laos
Vietnamese	Vietnam
Other Asian or Pacific Islander	Far East, Southeast Asia, Indian subcontinent or the Pacific Islands (other than those previously mentioned)
American Indian or Alaska Native	North America and who maintain cultural identification through tribal affiliation or community recognition

ETHNIC ORIGIN AND PRIMARY LANGUAGE PROCEDURE

Ethnic origin and primary language are to be determined by asking or by having the applicant complete the appropriate section of the application form. If the applicant does not provide the information, it is the responsibility of the County Welfare Department (CWD) to make a determination based on observation. The information must be documented in the case file. The CWD must inform the applicant of the right to request a change in his/her primary language designation.

PART A. ETHNIC ORIGIN (CASES)

Applies to CalWORKs recipients in the state funded Two Parent program (aid code 35), in Zero Parent (child only) assistance units (aid code 33), in the All (Other) Families category (aid code 30), CalWORKs/Foster Care (FC), Social Services, NAFS, WTW, RCA and CAPI. Cases in which applicants have not yet been determined eligible during the report month are **not** to be reported.

Report the number of cases in each ethnic category in the appropriate column for each of the programs noted.

CalWORKs Two Parent, Zero Parent and All (Other) Families

The ethnic origin of the head of household should be used in CalWORKs Two Parent and All (Other) Families categories, regardless of the ethnic origins of other members of the family. Report each case in only one ethnic category. If available, the ethnic origin of the responsible adult* in the household should be used for Zero Parent cases. If this information is not available, the ethnicity of the child (or the eldest child in sibling cases) should be used for Zero Parent cases, regardless of the ethnic origins of other members of the family in the same household.

Total cases for the Two Parent, Zero Parent and All (Other) Families columns must equal the total cases in each category reported in Part B., Item 8, of the California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement and Expenditures Report (CA 237) for the July 2000 report month.

*Note: The responsible adult in the household is the adult with the primary responsibility for the care and safety of the assisted child(ren).

CalWORKs FC

For CalWORKs FC, report the ethnic origin of the child for whom assistance is being received.

Total cases for the FC column must equal the total cases (children) reported in Part B., Item 8 a., of the Aid to Families with Dependent Children (AFDC) Foster Care Caseload Movement and Expenditure Report (CA 237 FC) for the July 2000 report month.

Note: Each foster care case represents one foster child.

SOCIAL SERVICES

Social Services are defined as those activities imposed by the requirements of Title XX of the Social Security Act dealing with social services for families and adults. California addresses the federal service goals under Title XX through an array of service programs, eight of which are mandated and thirteen of which are optional based on local needs, priorities and resources.

The mandated and optional social services are as follows:

Mandated Services

- ◆ Information and Referral
- ◆ Emergency Response
- ◆ Family Maintenance

- ◆ Family Reunification
- ◆ Permanent Placement
- ◆ Out-of-Home Care for Adults
- ◆ In-Home Supportive Services
- ◆ Adult Protective Services

Optional Services

- ◆ Special Care for Children in Their Own Homes
- ◆ Home management and Other Functional Educational Services
- ◆ Employment/Education Training
- ◆ Services For Children with Special Problems
- ◆ Services to Alleviate or Prevent Family Problems
- ◆ Sustenance
- ◆ Housing Referral Services
- ◆ Legal Referral Services
- ◆ Diagnostic Treatment Services for Children
- ◆ Special Services for the Blind
- ◆ Special Services for Adults
- ◆ Services for Disabled Individuals
- ◆ Services to County Jail Inmates

Report all cases in which one or more social services was provided directly by the CWD in July 2000. Do not include cases for which services are purchased from other organizations or for which only information and referral services are given.

Report each case only once, regardless of the number of different services that may have been provided during the report month. A family may have multiple cases; however, each case must represent a separate social service.

Total cases for the Social Services column must be consistent with each county's social services reporting under Title XX of the Social Security Act for the July 2000 report month.

NAFS

The ethnic origin of the head of household should be used regardless of the ethnic origins of other members of the family. Report each case in only one ethnic category.

Total cases for the NAFS column must equal with the total cases reported in Part B., Item 8, NAFS column, of the Food Stamp Program Monthly Caseload Movement Statistical Report (DFA 296) for the July 2000 report month.

WTW

For CalWORKs WTW in either the Two Parent or All (Other) Families categories, report the ethnic origin of the WTW enrollee, regardless of the ethnic origins of other members of the family in the same household. Report each case in only one ethnic category.

The total cases for the WTW Two Parent column must equal the total cases in Part A., Item 1, of the CalWORKs Welfare to Work Monthly Activity Report - Two Parent Separate State Program (WTW 25A) for the July 2000 report month.

The total cases for the WTW All (Other) Families column must equal the total cases in Part A., Item 1, of the CalWORKs Welfare to Work Monthly Activity Report – All (Other) Families (WTW 25A) for the July 2000 report month.

RCA

The ethnic origin of the head of household should be used regardless of the ethnic origins of other members of the family. Report each case in only one ethnic category.

CAPI

The ethnic origin of the CAPI recipient should be used. Report each case in only one ethnic category.

Total cases for CAPI must equal the total cases reported in Part C, Item 10, totals column, of the Cash Assistance Program for Immigrants Monthly Caseload Movement Statistical Report (CA 1037) for the July 2000 report month.

Note: Each CAPI case represents one CAPI recipient.

PART B. PRIMARY LANGUAGE SPOKEN (CASES)

Applies to CalWORKs recipients in the state funded Two Parent program (aid code 35), in Zero Parent (child only) assistance units (aid code 33), in the All (Other) Families category (aid code 30), CalWORKs/Foster Care (FC), Social Services, NAFS, WTW, RCA and CAPI. Cases in which applicants have not yet been determined eligible during the report month are **not** to be reported.

A primary language is the language an individual must use to communicate effectively. If an individual can communicate effectively in both English and another language, English should be noted as the primary language.

The primary language for each case should be determined in the same manner as ethnicity is determined for each program per the instructions for Part A of the ABCD 350. For example, report the primary language of the head of the household, regardless of the primary languages of other family members, for CalWORKs Two Parent and All (Others) Families categories. For CalWORKs FC, report the primary language of the child for whom assistance is being received.

Report the number of cases for each primary language in the appropriate column for each program.

Report only one primary language for each case.

In the comments section on page 1 of the ABCD 350, specify by language and number of cases any entries in Part B. Primary Language Spoken, Code 6, Other Non-English.

Total cases for the Two Parent, Zero Parent and All (Other) Families columns must equal the total cases in each category reported in Part B., Item 8, of the California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement and Expenditures Report (CA 237) for the July 2000 report month.

Total cases for the FC column must equal the total cases (children) reported in Part B., Item 8 a., of the Aid to Families with Dependent Children (AFDC) Foster Care Caseload Movement and Expenditure Report (CA 237 FC) for the July 2000 report month.

Total cases for the Social Services column must be consistent with each county's social services reporting under Title XX of the Social Security Act for the July 2000 report month.

Total cases for the NAFS column must equal with the total cases reported in Part B., Item 8, NAFS column, of the Food Stamp Program Monthly Caseload Movement Statistical Report (DFA 296) for the July 2000 report month.

The total cases for the WTW Two Parent column must equal the total cases in Part A., Item 1, of the CalWORKs Welfare to Work Monthly Activity Report - Two Parent Separate State Program (WTW 25A) for the July 2000 report month.

The total cases for the WTW All (Other) Families column must equal the total cases in Part A., Item 1, of the CalWORKs Welfare to Work Monthly Activity Report – All (Other) Families (WTW 25A) for the July 2000 report month.

Total cases for CAPI must equal the total cases reported in Part C, Item 10, totals column, of the Cash Assistance Program for Immigrants Monthly Caseload Movement Statistical Report (CA 1037) for the July 2000 report month.

Note: Totals for each column on page 1 of the ABCD 350 must equal totals for the corresponding columns on page 2 of the ABCD 350.

Be sure to indicate the county name in the box provided on page 1 of the report and complete the boxes on page 2 indicating who prepared the report, the telephone and fax numbers, and the date the report was completed.