

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



May 6, 1980

ALL-COUNTY INFORMATION NOTICE I- 45-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ALIEN STATUS VERIFICATION SYSTEM (CA 6)

REFERENCE:

This transmits recommendations from a study of the CA 6 process conducted by state staff in selected counties. These recommendations, mainly procedural in nature, represent the first phase of actions designed to improve the operation of the alien status verification system. Other recommendations which require regulation changes are being considered and may be implemented in the future.

Counties should review their CA 6 procedures and implement the following changes where appropriate:

Photocopying of INS Documents

Immigration and Naturalization Service (INS) documents that may be useful for the case record should be photocopied when presented by the applicant/recipient (unless specifically prohibited on the document). This would give the county a copy to file in the case for future reference or to forward to INS to facilitate verification when needed.

Number of Copies to INS

At least three copies of the form CA 6 should be completed if INS verification is indicated. This is in accordance with instructions on the back side of the form CA 6 (4/79) which specify that one copy be retained in the case file and two copies be sent to INS. There is a discrepancy between EAS sections 42-433.34 and 42-436. Section 42-433.34 states in part that "A copy of form CA 6 shall be retained in the case file and a copy of the form shall be forwarded to INS." Section 42-436, which portrays the system flow process chart, indicates that two copies are sent to INS. This discrepancy will be corrected by a subsequent regulation change. INS has indicated that at least two copies

are needed in order to complete their processing. If the applicant provides acceptable documentation and referral to INS is not indicated, complete a form CA 6 and file in the case record.

Return Address

To insure that a return address is on each copy of the CA 6 sent to INS, it is suggested that a preprinted return address be used. INS has indicated that some forms are received without a return address. When this occurs INS sends the forms to DSS for return to the counties, if the originating county can be determined. The use of a preprinted return address would reduce EW forms completion time and turnaround time between the counties and INS.

Review of Form CA 6

The form CA 6 should be reviewed for completeness prior to submission to INS. Counties may want to have the reviews done by the supervisor or may want to designate a person for the purpose. Suggested minimum review requirements should include:

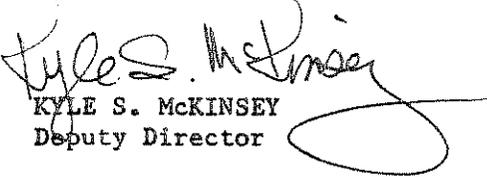
- a. Verifying that the applicant's address has been checked.
- b. Verifying that apparent eligibility for aid has been established.
- c. Verifying that acceptable documentation or appropriate statement of verification or affidavits have been provided.
- d. Verifying that two copies of the CA 6 have been completed for submission to INS.
- e. Verifying that a return address is provided on each copy of the CA 6.

Adherence to this procedure should reduce the number of CA 6 forms unnecessarily sent to INS for persons denied or discontinued from aid and should reduce turnaround time between the counties and INS.

Implementation of these recommendations should improve the efficiency and effectiveness of the alien status verification system.

If you have any questions please contact your AFDC Program Management Consultant at (916) 445-4458.

Sincerely,


KYLE S. MCKINSEY
Deputy Director

cc: CWDA

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-4458



May 5, 1980

ALL-COUNTY INFORMATION NOTICE I-44-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: Vaessen v. Woods

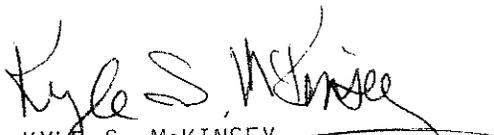
REFERENCE:

This letter is to inform you of litigation in progress in Los Angeles Superior Court entitled Vaessen v. Woods. The issue in that litigation is whether, for AFDC purposes, income tax refunds should be treated as income or as property in the month received. There has been no final decision on the issue of this litigation by the courts. If the plaintiffs are successful in this matter, it may be necessary to identify all AFDC applicants and recipients in your county who reported the receipt or anticipated receipt of a state or federal income tax refund and whose benefits were reduced or denied due to the treatment of tax refunds as income rather than property.

Therefore, we suggest that you flag or otherwise identify AFDC cases whose grants or eligibility are affected by receipt or anticipated receipt of income tax refunds. You are not being asked at this time to identify AFDC applicants or recipients who, before your receipt of this notice, reported an actual or anticipated income tax refund during 1980.

Although we are unable to provide you with specific information and dates concerning further proceedings in Vaessen v. Woods, we will keep you informed of the progress of this lawsuit.

Please contact your AFDC Program Management Consultant at (916) 445-4458 if you have any questions about how this request can be best complied with in your county.


KYLE S. MCKINSEY
Deputy Director