

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



June 15, 1992

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 SDSS

ALL COUNTY INFORMATION NOTICE I -28- 92

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: AFDC PROGRAM BRANCH ORGANIZATION AND ASSIGNMENTS

The purpose of this letter is to inform you about the reorganization of the former Welfare Policy Branch into the new AFDC Program Branch under Kathy B. Lewis. Activity related to the Food Stamp program has been removed and is now contained in a separate Food Program Branch under Stephen K. Larsen. A current organizational chart is attached which illustrates the Branch structure and the composition of the AFDC Policy Implementation Bureau and the AFDC Policy Development Bureau (Attachment I).

We ask that you continue to assist us with our request contained in the All County Welfare Directors Letter of September 19, 1991, which asked that your staff contact us for policy interpretations under very limited circumstances. This is due to our reduced staffing and workload related to Welfare Reform. We appreciate your help in this regard and will make every effort to respond to your needs.

The general function and description of each bureau is given below under each of the bureau titles. Analyst assignments are indicated on Attachment II for the AFDC Policy Implementation Bureau. Attachment III is a phone listing for managers and analysts in the AFDC Program Branch.

**AFDC POLICY IMPLEMENTATION BUREAU** (F. Patrick Sutherland, Chief)

Policy/Regulation Development Unit (Phil Noble)

This Unit conducts regulations research, resolves related issues, and develops and writes State AFDC regulations. The Unit develops policy positions in response to State law or Federal law and regulation. In addition, the Unit maintains the State plan and acts as liaison with California Welfare Directors' Association (CWDA) and the Technical Review Team (TRT) Policy Subcommittee on policy and regulation development.

Policy Implementation and Consultation Unit (Clyde Martinez)

This Unit is responsible for providing policy consultation to Counties, other State and Federal agencies, State hearing officers, Quality Control staff and others. It prepares and disseminates regulation implementation instructions, Notice of Action language and other program information to Counties. The Unit provides program support for insuring program policy and uniformity for the automation of AFDC Program logic in the Statewide Automated Welfare System (SAWS) project. It is responsible for implementing decisions and responding to inquiries relative to prospective and retroactive court cases.

Forms Development/Program Support Unit (Mike Babcoke)

This Unit is responsible for initiating and developing forms and Notices of Action necessary to implement regulation changes. The Unit monitors usage of related program forms in the Department of Social Services' Warehouse. These forms include AFDC program forms and forms that jointly include the AFDC, Food Stamp and Medi-Cal programs. The Unit also serves as liaison to SAWS and provides AFDC program support for the automation of AFDC forms and Notices of Action by SAWS. The Unit also acts as liaison with CWDA and the TRT Forms Subcommittee. It maintains the AFDC Notice of Action (NOA) support system, including maintenance of the AFDC NOA Handbook and development of NOA Series forms, and is the liaison with the Turner Review Committee.

Cal Learn Development Unit (Chris Minnich)

This Unit is responsible for developing the regulations and policy positions for the Cal Learn Program under the Governors' Welfare Reform Proposal. The Unit acts as liaison with the California Department of Education and local school districts.

**AFDC POLICY DEVELOPMENT BUREAU (Gale A. Wright, Chief)**

Special Projects Unit (Judy Moore)

This Unit analyzes issues involving policy development and carries out special projects requiring research. It responds to other entities in the Department, the Health and Welfare Agency, Counties, and other states with regard to program innovations and their potential impact on the AFDC program in California. The Unit is also responsible for developing new policy for the program and securing all necessary Federal and State approvals for implementation.

The Unit is responsible for pilot or demonstration projects testing possible program changes. These activities include work with Counties on development of proposals, proposal review and approval, project oversight, assistance with evaluation plans, and liaison activities between the Federal Government and Counties involved in single or multiple county demonstration projects that require Federal waivers (e.g., the welfare reform initiative).

Legislation

State and Federal legislation which has a potential impact on the AFDC program is analyzed and recommendations developed. Written and oral testimony is developed and prepared for presentation to legislative staff and committees. Ongoing consultation is provided to the Health and Welfare Agency, Department of Finance, legislative staff, Counties and other interested parties.

Legislation is drafted to implement desired or necessary program changes.

County Compliance Unit (Lorna Fong)

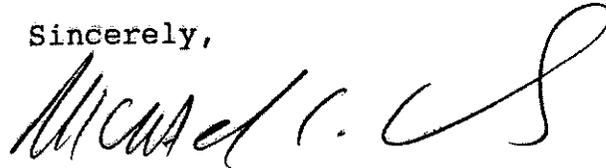
This Unit works with County Welfare Departments to ensure county compliance with State AFDC regulations. Additionally, this Unit assists in the development and oversight of corrective actions intended to reduce or prevent program errors and maintain satisfactory performance in the AFDC program. Unit staff provide consultation to Counties to facilitate efficient and effective procedural operations. When necessary, the Unit develops and implements compliance monitoring which may involve single or multiple Counties.

The Unit assists with the development of Statewide corrective action plans and other documents required by Federal or State oversight agencies.

The Unit also provides assistance in the Quality Control fiscal sanction process including defense against sanctions threatened by the Federal Government.

If you have any questions or comments regarding the activities of the AFDC Policy Implementation Bureau, you may contact Pat Sutherland at (916) 654-2137. Questions relative to the AFDC Policy Development Bureau should be directed to Gale A. Wright at (916) 654-1322.

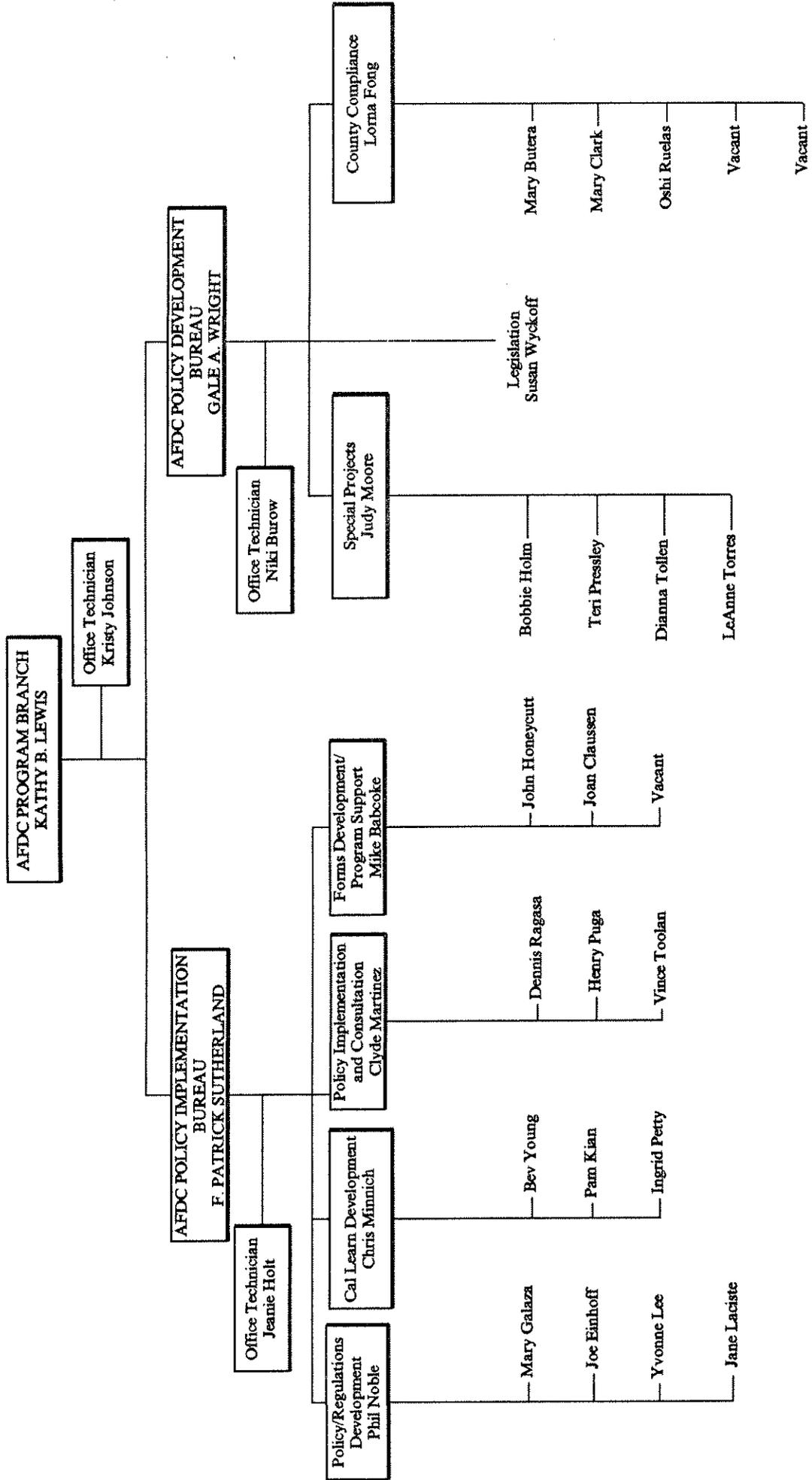
Sincerely,

A handwritten signature in cursive script, appearing to read "Michael C. Genest".

MICHAEL C. GENEST  
Deputy Director  
Welfare Programs Division

Attachment

ATTACHMENT I  
June 11, 1992



AFDC POLICY IMPLEMENTATION  
BUREAU  
F. PATRICK SUTHERLAND

Leanne Holt

Policy/Regulations  
Development  
Phil Noble

Call Learn Development  
Chris Minnich

Policy Implementation  
and Consultation  
Clyde Martinez

Forms Development/  
Program Support  
Mike Baboak

Mary Galaza

- o Governor's Initiative
- Aid Payments
- Maximum Family Grant
- Teen Pregnancy Disincentive
- o State Plan
- o Income
- o Policy (General)

Joe Einhoff

- o WRL Cleanup
- ) Monthly Aid
- Payment Systems (MAPS)
- o IV-A/IV-D
- o Policy (General)

Yvonne Lee

- o Governor's Initiative
- o Homeless
- o Policy (General)

Jane Lauriste

- o Governor's Initiative
- Aid Payments
- Maximum Family Grant
- Teen Pregnancy Disincentive

Bev Young

- o Definitions
- o Program Requirement
- o Schools liaison

Pam Kian

- o Forms Liaison
- o NOAs Liaison
- o Implementation

Ingrid Petty

- o Case Management
- o Supportive Services
- o GAIN Liaison

Dennis Ragasa

- o Homeless
- o Child Support
- o Confidentiality
- o RISP
- o Residence
- o Fraud
- o Budgeting
- o Age

Henry Puga

- o Application
- o Depriation
- o Beg. Date of Aid
- o Fed. AFDC-U
- o Immediate Need
- o Monthly Report
- o Property
- o Special Needs

Vacant

- o Income
- o Filing Unit
- o AU Composition
- o Lump Sum
- o Financial Elig
- o 183%
- o State Hearings
- o Aid Paid Pending
- o Aid Payments

Vince Toohan

- o Prospective Court Cases
- o Retraactive Court Cases

John Honeycutt

- o Turner Court Order
- o NOA Handbook
- o NOA Coordinator
- o Intercountry Transfer
- o Over/Under Payments
- o Citizenship/Altenage

Jean Clausen

- o Forms Coordinator
- o AFDC Forms
- o Integrated Forms
- o SAWS Forms

AFDC PROGRAM BRANCH  
MS 16-26  
Fax Number: (916) 654-1401

KATHY LEWIS, Chief...657-2128

Kristy Johnson, Secretary...657-2128

Policy Development Bureau

MS 16-31, Unit 241

GALE WRIGHT, Chief.....654-1322

Niki Burow, Secretary  
654-1322

Judy Moore.....654-1048

Bobbie Holm.....657-3282  
Teri Pressley...657-3417  
Dianna Tollen...654-1045  
LeAnne Torres...654-1397  
Susan Wyckoff...654-1804

Lorna Fong.....654-1871

Mary Butera.....654-1396  
Mary Clark.....654-2116  
Oshi Ruelas.....657-3813

Policy Implementation Bureau

MS 16-54, Unit 244

PAT SUTHERLAND, Chief...654-2137

Jeanie Holt, Secretary  
654-2137

Mike Babcoke.....657-1853

Joan Claussen.....657-3350  
John Honeycutt.....654-1077

Clyde Martinez.....654-1059

Henry Puga.....654-1068  
Dennis Ragasa.....654-1063  
Vince Toolan.....654-1808

Phil Noble.....657-2114

Joe Einhoff.....654-1867  
Mary Galaza.....654-1795  
Jane Laciste.....654-1047  
Yvonne Lee.....654-1043

Chris Minnich.....654-1074

Pam Kian.....654-1801  
Ingrid Petty.....657-3359  
Bev Young.....654-1806

\* NOTE: ALL TELEPHONE NUMBERS ARE  
AREA CODE (916)

Phone Prefix Equivalents

PUBLIC	CALNET
653	453
654	464
657	437