

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



November 23, 2004

ALL COUNTY LETTER NO. 04-52

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORT ON THE NUMBER OF CHILDREN AGES 5-17 IN FAMILIES RECEIVING CalWORKs CASH ASSISTANCE ABOVE THE POVERTY LEVEL

This letter is to inform counties about the 2004 process for the collection and reporting of data required by Title I of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. The ESEA requires determination of the number of children between the ages of 5 and 17 in families that received CalWORKs cash assistance exceeding the poverty income level for the month of October each year residing in each local educational area (LEA) or county. Because there is no statewide source for it, County Welfare Departments (CWD) are responsible for providing the information on children in families receiving CalWORKs. The California Department of Social Services (CDSS) will coordinate the correlation of these children to LEA/county. The California Department of Education and the United States Department of Health and Human Services, Administration for Children and Families (ACF) use the information to allocate federal funds to meet the education needs of disadvantaged children.

This year's process is changed in three ways: 1) the requested data is to be sent by the CWD to the CDSS instead of the County Office of Education, 2) if there are children in families receiving CalWORKs above poverty level, the data must be sent to CDSS via "double envelope" (see instructions below), and 3) the data for children in families receiving CalWORKs cash assistance less than the poverty level is no longer being requested by CDSS.

By December 15, 2004, the CWD must provide to the CDSS, for each child (defined as a person aged 5 through 17 inclusive [i.e., a child who reaches age 5 in the month of October is included, one who reaches age 18 is not]) in a CalWORKs family it issues CalWORKs aid payments above the poverty income level (defined by ACF as the level for a family of four, regardless of family size: \$1,570.83) during October 2004, the following information:

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- Street Address
- City
- Zip Code
- County of Residence
- Date of Birth

A form for this purpose, Children Aged 5-17 in Families Receiving CalWORKs Greater Than \$1,570.83 During October 2004 (TEMP 2220 (10/04)), is attached; use additional pages if necessary. If there are no such children issued aid by your county, please return the form indicating "None." If there are such children in families issued CalWORKs above poverty level by your county, the form must be sent to CDSS in two envelopes. One envelope must be marked "CONFIDENTIAL" and addressed as indicated below. This envelope must be placed in a second addressed envelope and mailed to CDSS at the address below. This dual envelope procedure is being implemented to ensure client specific information is processed in a confidential manner.

Send the completed report to:

California Department of Social Services
ATTN: Jeanette Sproul
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX (916) 657-2074

If you have questions regarding this process, please contact Ms. Jeanette Sproul, Data Systems and Survey Design Bureau, at (916) 651-8269.

Sincerely,

Original Document Signed By
Gloria Merk on 11/23/04

GLORIA MERK
Deputy Director
Administration Division

Enclosure

