

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



June 16, 1981

ALL-COUNTY LETTER NO. 81-62

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: Refugee Resettlement Program-Cash Grant-Caseload Movement Report

REFERENCE:

This letter is to transmit to counties the new Cash Grant - Caseload Movement Report for the Refugee Resettlement Program (RS 237), which replaces the existing Indochinese Refugee Assistance Report (IR 237).

The Refugee Act of 1980 (Public Law 96-212) enacted on March 17, 1980 superseded the existing nationality-identified refugee programs with the Refugee Resettlement Program (RRP) and its subcomponent Refugee Cash Assistance (RCA). This necessitated expanding the collecting of caseload data to all refugee groups (excluding Cuban/Haitian and Cuban Phasedown), to enable the Department to continue assessing program regulations and policy decisions, monitoring operations and preparing fiscal projections.

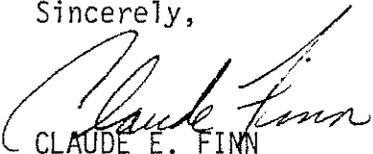
The new RRP Caseload Movement report (RS 237) is identical in format to the IR 237 except for the following changes:

- 1) The column headings are changed to reflect the reporting of data of all refugees except Cuban/Haitian Entrants and Cuban Phasedown recipients.
 - a) AFDC-IR changed to AFDC
 - b) Pure IRAP changed to RCA (Refugee Cash Assistance)
- 2) Line Item (9) is revised to include three sub-items. The data under sub-items (9a and 9b) are required to comply with the three-year (36-months) time limitation provision of the Refugee Act of 1980 (Refer to All-County Information Notice I-54-80). Sub-item (9c), previously line item (9) on the IR 237, covers other cases terminated or changed in status not related to the 36-months time limit provision. Line item (9) now covers total number of cases terminated or changed in status during the month.

Implementation of the new RS 237 is effective July 1, 1981, with the first report due August 20, 1981. The attached instructions will be incorporated in the Statistical Reports Manual of Policies and Procedures.

If you have questions regarding the new report (RS 237) or the instructions, please contact Andrew St. Mary at (916) 323-2327.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration Division

cc: CWDA

**REFUGEE RESETTLEMENT PROGRAM -
Cash Grant
CASELOAD MOVEMENT REPORT**

Send one copy to:
Department of Social Services
Statistical Services Branch
744 P Street, M.S. 12-81
Sacramento, CA 95814

COUNTY	FOR MONTH ENDING (MONTH DAY YEAR)					
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION	AFDC			RCA		
	FG/U (1)	FC (2)	RCA (3)			
	1. Pending from last month (Item 5 from last month or explain.) . . .	_____	_____	_____		
	2. Received during the month (Sum of a & b below.)	_____	_____	_____		
	a. Applications.	_____	_____	_____		
	b. Requests for restoration.	_____	_____	_____		
	3. Total during the month (Sum of 1 & 2.)	_____	_____	_____		
	4. Disposed of during the month (Sum of a, b, & c, below)	_____	_____	_____		
	a. Approved (Same as sum of 7a & 7b).	_____	_____	_____		
	b. Denied.	_____	_____	_____		
c. Other dispositions (Cancellations & withdrawals.)	_____	_____	_____			
5. Investigation proceeding at end of the month (3 minus 4).	_____	_____	_____			
PART B. CASELOAD	AFDC			RCA		
	FG (1)	U (2)	FC (3)	Family (4)	One-person (5)	FC (6)
	6. Cases brought forward from last month (Item 10 last month or explain.)	_____	_____	_____	_____	_____
	7. Cases added during month (Sum of a through e, below.)	_____	_____	_____	_____	_____
	a. Applications approved.	_____	_____	_____	_____	_____
	b. Restorations.	_____	_____	_____	_____	_____
	c. Transfers from other counties.	_____	_____	_____	_____	_____
	d. Other transfers-in (Sum of (1) through (4), below.)	_____	_____	_____	_____	_____
	(1) Intraprogram status change from medically needy.	_____	_____	_____	_____	_____
	(2) Interprogram transfer from AFDC-RCA.	_____	_____	_____	_____	_____
(3) Change in aid category from FG or U or FC segment.	_____	_____	_____	_____	_____	
(4) Change in aid category from Family, One-person, or FC seg.	_____	_____	_____	_____	_____	
e. Other approvals.	_____	_____	_____	_____	_____	
8. Total cases opening during the month (Sum of 6 and 7 above; also a and b, below.)	_____	_____	_____	_____	_____	
a. Cases receiving cash grants.	_____	_____	_____	_____	_____	
(1) Persons in Item 8a cases.	_____	_____	_____	_____	_____	
(2) Unaccompanied minors in 8a cases.	_____	_____	_____	_____	_____	
b. Other cases.	_____	_____	_____	_____	_____	
9. Total terminated or changed in status during month (Sum of a & c below.)	_____	_____	_____	_____	_____	
a. 36-months time-expired cases.	_____	_____	_____	_____	_____	
b. 36-months time-expired persons.	_____	_____	_____	_____	_____	
c. Other cases terminated or changed in status.	_____	_____	_____	_____	_____	
10. Cases carried forward to next month (8 minus 9).	_____	_____	_____	_____	_____	
REPORT PREPARED BY	TELEPHONE			DATE		

26-213 CASELOAD MOVEMENT REPORT FOR THE REFUGEE RESETTLEMENT PROGRAM 26-213
(RRP) (Form RS 237)

26-213.01 CONTENT 26-213.01

For the RRP, these reports provide monthly data on the movement of cases and the number of individuals who received a cash grant during the report month.

26-213.02 PURPOSE 26-213.02

The purpose of this data is: 1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and, 2) to provide data for federal reports.

26-213.03 DISTRIBUTION 26-213.03

Data from these reports are compiled into monthly statewide summaries for use by departmental managers, the State Legislature, and other interested agencies and individuals.

26-213.04 DUE DATE 26-213.04

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. If the due date falls on a Saturday, Sunday, or holiday, the due date will be the following working day. Send the reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Branch at (916) 322-2230 or ATSS 492-2230.

26-213.05 DEFINITIONS 26-13.05

Case: For the purpose of this report a case is defined as a cash assistance case that contains at least one time-eligible refugee.

RCA-FC: Under this program segment, only unaccompanied minors are to be reported. No unaccompanied minors are to be reported in AFDC-FC.

26-213.10 INSTRUCTIONS 26-213.10

26-213.20 PART A APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION 26-213.20

Part A summarizes intake activity during the report month with respect to application for aid and requests for restoration as defined in Manual Section 40-103.4.

1. Pending from last month - Enter the number of applications pending from previous month. If not the same figure as Item 5 of previous month, explain in footnote.
2. Received during the month - Enter the sum of 2a and 2b.
 - 2a. Applications - For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, usually on intake form CA 1 (formerly WR 1), Application for Public Social Services. Exclude applications received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and RCA. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications in the appropriate column.
 - 2b. Requests for Restoration - An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration in the appropriate column. Exclude requests for restoration received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and RCA.
3. Total during the month - Enter sum of Items 1 and 2.
4. Disposed of during the month - Enter sum of 4a, 4b, and 4c.
 - 4a. Approved
Cash Grant - Enter the number of applications and restoration requests approved for cash grant. Entry must equal Item 7a plus 7b.
 - 4b. Denied - Enter number of applications and restoration requests denied.
 - 4c. Other Dispositions (Cancellations and Withdrawals) - Enter the number of applications and restoration requests cancelled, withdrawn, or otherwise disposed of without approval.
5. Applications proceeding at end of month - Enter number of applications and requests for restoration pending at end of month. Entry will equal the difference between total applications and restoration requests during the month and number disposed of, Item 3 less Item 4.

6. Brought forward from last month - Entry will equal Item 10 of previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.

7. Added during month - Enter sum of Items 7a through 7e.

Note - Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA in Item 7d and not in Item 7b. In addition, report intercounty transfers in Item 7c and not in Items 7a or 7b.

7a. Applications approved - Enter number of applications approved for cash grant.

7b. Restorations - Enter number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA in Item 7d and not in Item 7b.

7c. Transfers from other counties - Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.

7d. Other transfers - in

1) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by intraprogram status change from AFDC (MN - medically needy),

in column 2 the number of cases transferred to AFDC (U) - by intraprogram status change from AFDC (MN - medically needy),

in column 3 the number of cases transferred to AFDC (FC) - by intraprogram status change from AFDC (MN - medically needy).

2) Enter,

in column 1 the number of cases transferred to AFDC (FG) - from RCA, columns 4, 5 and 6;

in column 2 the number of cases transferred to AFDC (U) - from RCA, columns 4, 5 and 6;

in column 3 the number of cases transferred to AFDC (FC) - from RCA, columns 4, 5 and 6;

in column 4 the number of cases transferred to RCA (Family) from AFDC, columns 1, 2 and 3;

in column 5 the number of RCA (one person) from AFDC columns 1, 2 and 3;

in column 6 the number of RCA (FC) from AFDC - columns 1, 2 and 3.

3) Enter,

in column 1 the number of cases transferred to AFDC (FG) - by change in aid category from the AFDC (U or FC) - segment;

in column 2 the number of cases transferred to AFDC (U) - by change in aid category from the AFDC (FG or FC) - segment;

in column 3 the number of cases transferred to AFDC (FC) - by change in aid category from the AFDC (FG or U) - segment.

4) Enter,

in column 4 the number of cases transferred to RCA (Family) by change in aid category from the RCA (one person or FC) segment;

in column 5 the number of cases transferred to RCA (one person) by change in aid category from the RCA (family or FC) segment;

in column 6 the number of cases transferred to RCA (FC) by change in aid category from the RCA (family or one person) segment.

7e. Other approvals - Enter number of cases approved for reasons other than 7a through 7d, including:

- 1) To approve aid on appeal cases;
- 2) To restore aid to cases erroneously denied or discontinued;
- 3) To restore CA 7 (formerly WR 7) discontinuances where completion of new application is not deemed necessary;
- 4) To add to the number of FBU's by splitting an existing FBU.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments to Item 6.

8. Total open during month - Enter number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of 8a and 8b.

8a. Cases receiving cash grant - Enter in the appropriate columns the number of cases on the current month's payrolls. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

- 1) Persons in Item 8a cases - Enter the number of persons receiving a cash grant during the current month only;
- 2) Enter the number of unaccompanied minors included within Item 3a, column 6, for RCA (FC). See manual Section 69-211.

- 8b. Other cases - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:
- 1) Cases approved for aid during the report month which will receive an initial warrant dated the following month;
 - 2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written;
 - 3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
9. Total cases terminated or changed in status during month - Enter sum of items 9a and 9c.
- a. 36-months time-expired cases - Enter the number of cases under each program segment for both AFDC and RCA in which aid to the entire case was terminated due to the 36-months time limitation;
 - b. 36-months time expired persons - Enter the number of persons under each program segment for both AFDC and RCA whose aid was terminated due to the 36-months time limitation whether or not the entire case was discontinued;
 - c. Terminated or changed in status during month - For all programs, enter the number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfer or interprogram transfers between AFDC and RCA. Terminations include cases in which aid was discontinued and those removed from the program or program segment for other reasons.
- A case is reported in Item 9c when it ceases to be an active case in a program, program segment, or component because of termination, inter-county transfer, intraprogram status change, or interprogram transfers between AFDC and RCA.
- Include cases discontinued from a given segment by reasons of transfer to another segment; for example AFDC to RCA or vice versa. Another example to be included would be a change in aid category; from FG, U or FC within AFDC or from family, one-person or FC within RCA. Include cases (FBU's) terminated by merger with other cases.
10. Carried forward to next month - Enter the number of cases carried forward to next month, Item 8 less Item 9.

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on item, enter "0", however, if there is nothing to report on any of the items in Part A or Part B, draw a line across the entire part - zero entires need not be made in this instance.