

DEPARTMENT OF SOCIAL SERVICES



January 31, 1985

ALL-COUNTY LETTER NO. 85-18

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: NOTICE TO DISCONTINUE MANDATED REFERRAL PROCESS

REFERENCE:

This letter is to provide County Welfare Departments (CWDs) with information concerning the optional new Form RS-18 which is to be used by the CWDs to notify Central Intake Units (CIUs) of a change in status of mandated referrals of refugee cash assistance recipients to refugee employment/training services.

In the past, it has been found that because there was not a system developed to address this situation, the CIU's were unnecessarily spending administrative time completing the non-cooperation/non-participation process when it was no longer necessary.

The RS-18, "Notice to Discontinue Mandated Referral Process", provides the counties with a formal mechanism to notify the appropriate CIU that a previously referred individual is no longer to be considered as a mandatory referral for purposes of employment-related services. This situation may be a result of a recipient's change of address, transfer to another assistance program, exemption from the mandatory referral system, time-expiration for RCA eligibility purposes and/or other status changes in the case.

An initial supply of the forms may be ordered from the DSS warehouse. Counties may begin using this form immediately upon receipt. It will not be necessary to retroactively review your cases and send notices to the CIUs.

If there are questions concerning the RS-18, please telephone your Office of Refugee Services' CWD Operations Consultant at (916) 322-3141 or (415) 337-8588.

Sincerely,

A handwritten signature in cursive script that reads "Richard C. Baiz".

RICHARD C. BAIZ, Deputy Director
Government and Community Relations

Enclosure

cc: CWDA
Region IX

GEN 654 (9/79)

**NOTICE TO DISCONTINUE
MANDATED REFERRAL PROCESS**
(Participation in Training and Employment Activities
for Refugee Client)

Distribution Instructions:
Original: CIU — Retain in Client's Case File
Copy: County Welfare Department

CIU ADDRESS

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FROM: _____
County Welfare Department

Effective _____, you will no longer consider _____
Date Client's Name

(_____) , as a mandatory referral to training and employment related projects.
Social Security Number

The reason for the discontinuance is:

- A change of address
- Transfer to another assistance program
- Time-Expiration
- Exemption
- Other

Explain: _____

CWD Case Worker

Date