

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



July 12, 1985

ALL COUNTY LETTER NO. 85-78

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REFUGEE DEMONSTRATION PROJECT - STATISTICAL REPORTING

REFERENCE: ACL 85-61

The Refugee Demonstration Project (RDP) was implemented July 1, 1985. Refer to ACL 85-61.

This letter is to inform all affected counties of an additional reporting requirement brought about by the implementation of the RDP and to advise counties as to how other statistical reports currently being submitted to the state will be affected.

NEW REPORTING REQUIREMENT

This requirement is to report information on refugees participating in the RDP. Data on the project is necessary: 1) to form a basis on which to evaluate the extent to which the project is successful; 2) for general state management purposes; and, 3) to meet federal reporting requirements. The attached instructions and Form RS 237 RDP, Refugee Demonstration Project Cash Grant Caseload Movement Report are similar to the current and continuing Refugee Resettlement Cash Grant Caseload Movement Report (Form RS 237), and are to be used for reporting the data on the RDP.

The monthly Refugee Demonstration Project Cash Grant Caseload Movement Report must be submitted by the 20th of each month following the report month. The first report is to be received in the Department of Social Services by August 20, 1985 for the July report month. The attached instructions will be incorporated in Division 26, Statistical Reports Manual of Policies and Procedures, Section 26-217.

STATISTICAL REPORTING AFFECTED BY RDP IMPLEMENTATION

Refugee Resettlement Program Statistical Reports

- RS 237 - Recipients being transferred from AFDC-FG and AFDC-U into the Refugee Demonstration Project are to be reflected on the RS 237 as having terminated and should be reported in PART B, CASELOAD, Item 9c, in the AFDC-FG and AFDC-U columns. Recipients being transferred to the Refugee Demonstration Project should be shown on the RS 237 RDP as having transferred in and reported in PART B, CASELOAD, Item 7d(1), in the RDP-FG (1) and RDP-U (2) columns.

Aid to Families With Dependent Children Statistical Reports

- CA 237 FG/U - AFDC FG/U cases converted to the Refugee Demonstration Project are to be reported in Item 9.

RDP cases that transfer back into the AFDC FG or U caseload are to be reported on the CA 237 FG/U report in Part B, Item 7e "Other Approvals".

- ABCD 253 - The number of AFDC-FG or U cases converted to RDP are to be reported in Item 9b. Type in the reason for discontinuance as, "CONVERTED TO THE REFUGEE DEMONSTRATION PROJECT".

If you have questions pertaining to the CA 237 FG/U or the ABCD 253 reports, contact Winnie Barber at (916) 322-2978 or (ATSS) 492-2978.

If you have any questions regarding this letter, how statistical information on refugee statistical reports should be reported, or on the attached form/instructions, please contact Pat Proschold at (916) 323-6154 or (ATSS) 473-6154.

Robert Sertich

ROBERT T. SERTICH
Deputy Director
Administration

Attachments

cc: CWDA

26-217 REFUGEE DEMONSTRATION PROJECT (RDP) - CASH GRANT CASELOAD MOVEMENT REPORT (Form RS 237 RDP)

26-217.01 CONTENT

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

26-217.02 PURPOSE

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; 2) to evaluate the success of the RDP; and, 3) to provide data for federal reports.

26-217.03 DISTRIBUTION

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

26-217.04 DUE DATE

Reports are due in Sacramento no later than 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 work day. Send the report to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, California 94814

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.

26-217.05 DEFINITIONS

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

26-217.10 INSTRUCTIONS

26-217.20 PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

Part A summarizes intake activity during the report month with respect to applications 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, or interprogram transfers between RDP and AFDC. 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, or interprogram transfers between RDP and AFDC.
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.

26-217.20 PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION
(continued)

- 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. Investigation 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.

26-217.30 PART B. CASELOAD

- 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 7.
- 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 interprogram transfer between RDP and AFDC 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 interprogram transfer between RDP and AFDC 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.

26-217.30 PART B. CASELOAD (continued)

7d. Other transfers-in

1) Enter,

in column 1 the number of cases transferred to RDP(FG) - from AFDC(FG).

in column 2 the number of cases transferred to RDP(U) - from AFDC(U).

in column 3 the number of cases transferred to AFDC(FG) from RDP(FG), column 1.

in column 4 the number of cases transferred to AFDC(U) from RDP(U), column 2.

2) Enter,

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

in column 2 the number of cases transferred to RDP(U) - by change in aid category from the RDP(FG) - 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.

26-217.30 PART B. CASELOAD (continued)

- 8a. Cases receiving cash grants - 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) Time-Eligible persons in Item 8a cases - Enter the number of time-eligible persons only receiving a cash grant during the current month.
- 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.
- 9a. 36-months time-expired cases - Enter the number of cases in columns 1 and 2, in which aid to the entire case was terminated due to the 36-months time limitation.
- 9b. 36-months time-expired persons - Enter the number of persons in columns 1 and 2, whose RDP-funded aid was terminated due to the 36-months time limitation whether or not the entire case was discontinued.

26-217.30 PART B. CASELOAD (continued)

- 9c. Terminated or changed in status during month - 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 interprogram transfers between RDP and AFDC. 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, intercounty transfer, or interprogram transfers between RDP and AFDC.

Include cases discontinued from a given segment by reasons of transfer to another segment; for example, RDP to AFDC or vice versa. Another example to be included would be a change in aid category from FG, U within RDP. 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.

26-217.90 FORM (RS 237 RDP)

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 an 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 entries need not be made in this instance.

REFUGEE DEMONSTRATION PROJECT (RDP) CASH GRANT

SEND ONE COPY TO:

Department of Social Services
 Statistical Services Branch
 744 P Street, M.S. 12-81
 Sacramento, CA 95814

CASELOAD MOVEMENT REPORT

COUNTY	FOR MONTH ENDING	(MONTH/DAY/YEAR)
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PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION	RDP	
	FG (1)	U (2)
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 and withdrawals)		
5. Investigation proceeding at end of the month (3 minus 4)		

PART B. CASELOAD	RDP		AFDC	
	FG (1)	U (2)	FC (3)	U (4)
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) and (2), below)				
(1) Interprogram transfer from RDP-AFDC				
(2) Change in aid category from FG or U segment				
e. Other approvals				
8. Total cases open 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) Time eligible persons in Item 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
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