

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento CA 95814



January 26, 1990

ALL-COUNTY LETTER NO. 90-10

TO: ALL-COUNTY WELFARE DIRECTORS
ALL-COUNTY GAIN COORDINATORS

SUBJECT: NEW GAIN NOTICES RELATED TO JOBS SANCTIONS AND OTHER
FORMS REVISIONS

REFERENCE: ALL-COUNTY LETTER 89-58

This letter transmits reproducible copies of GAIN forms which have been developed or revised due to the implementation of the Job Opportunities and Basic Skills (JOBS) Training Program. Additionally, this letter transmits Notice of Action (NOA) language which was omitted from a NOA message included in All-County Letter (ACL) 89-58.

Notices

The State Department of Social Services (SDSS) has developed two "reminder" notices to address new JOBS requirements. These reminders are not subject to the requirements in MPP 22-021 regarding NOA messages.

The GAIN 39 - As required in MPP 42-781.63, the GAIN 39 shall be used when the noncomplying individual is a parent in an AFDC-Unemployed Parent case. This reminder must be sent to the other parent in the assistance unit at the beginning of the formal conciliation period to alert that parent of the opportunity to avoid being sanctioned by participating in the program.

The GAIN 40 - As required in MPP 42-786.24, the GAIN 40 shall be used to notify the sanctioned individual of the opportunity to end the sanction by agreeing to participate in GAIN. This reminder shall be sent to sanctioned individuals at least 10 days prior to the end of the third month of sanction. Individuals who have been sanctioned for a minimum of six months will also receive this notice at the end of the third month.

GAIN Appointment Notice (GAIN 21)

The GAIN Appointment Notice (GAIN 21) has been revised to more accurately reflect the penalty which applies if the volunteer registrant is found to be without good cause and conciliation is unsuccessful.

Errata to ACL 89-58

Language was inadvertently omitted from the following NOA messages: M42-786E Change GAIN; Sanction of Mandatory Registrant 3 (revision 5/30/89) and M42-786E1 Change GAIN; Sanction of Mandatory Registrant 4 (revision 5/30/89). Counties are instructed to add the following language to these affected NOA messages:

"Since you are off cash aid, we need a payee for your family's aid. We can send it to someone you trust. Give the name and address of that person to: _____"

Translations

Translations of the forms and messages will follow shortly. Camera-ready copies of the forms in the other standard languages will be issued to the Counties in the usual manner.

Stock

Camera-ready copies of the GAIN 21, GAIN 39, and GAIN 40 are attached. With the exception of the GAIN 21, these forms will be available from the SDSS Warehouse shortly. As noted in ACL 89-58, several forms revisions, such as those made to the GAIN 21, are temporary until the State conforms to the final Federal regulations. At that time, final form revisions will be completed and forms will be available through the SDSS Warehouse.

If you have any questions, please contact your County GAIN and Employment Services Operations Analyst at (916) 324-6962.



DENNIS J. BOYLE
Deputy Director

Attachments

cc: CWDA

**GAIN APPOINTMENT NOTICE —
PARTICIPATION PROBLEM
(VOLUNTEER)**

TO: _____

MAILING DATE :
NAME :
SSN :
CASE NUMBER :
DISTRICT STAMP:

There is a problem with your voluntary participation in the GAIN Program. In order to discuss this problem, you are scheduled for an interview on _____ at _____ o'clock at the address shown above.

The problem is:

- You did not sign a GAIN contract on _____.
- You did not make _____ job search contacts during _____.
- You did not go to a scheduled job interview on _____.
- You refused a job at _____ when referred on _____.
- You did not attend _____ on _____.
- You did not answer a notice to contact your GAIN worker on _____.
- You did not work in the PREP assignment on _____.
- Other: _____.

If you cannot keep this appointment call _____ at _____ to schedule another appointment. If we are not available, please leave a message and we will get back to you.

If you do not come in for the interview or call by _____, it is possible that you may not be allowed in the GAIN Program.

WHAT IS THE PURPOSE OF THE INTERVIEW

The purpose of the interview is to find out why you did not participate and to correct the problem. If it is decided that you did not have a good reason, you can correct the problem by agreeing to participate in the future. Our proposed plan for you to participate is: _____

If you do not agree with this plan you may suggest your own plan. You can get free help from:

Legal Aid Office

Welfare Rights Office

SEE BACK OF THIS NOTICE FOR MORE IMPORTANT INFORMATION

WHAT HAPPENS AT THE INTERVIEW

At the interview, you may give your reasons for not participating. If you have a good reason which the law allows you may stay in the program. Some good reasons for not participating are: required to appear in court, being ill, family illness, not having child care, not having transportation or working during the time in question.

WHAT HAPPENS IF YOU DO NOT HAVE A GOOD REASON

If the county decides at the interview that you did not have a good reason, you have the right to review this decision with another county worker and try to work out the problem. If the final decision is that you did not have a good reason, you can stay in the program if you agree to a participation plan.

YOUR OWN PARTICIPATION PLAN

If you do not agree with our proposed participation plan, write your own plan in the space below and bring it with you.

FINAL PARTICIPATION PLAN

At the interview, the county will decide on a final participation plan.

WHAT HAPPENS IF YOU DO NOT FOLLOW THE FINAL PARTICIPATION PLAN

If you do not follow the final participation plan, it is possible that you may not be allowed in the GAIN Program.

WHAT HAPPENS IF YOU DO NOT CONTACT US BY THE INTERVIEW DATE

If you do not come in or call by the interview date, the county will make a decision on information that is available. You can contact us to find out what the decision is. Even if the county decided that you did not have a good reason, you have the right to a review and to meet the county's proposed participation plan or suggest your own plan.

But if we do not hear from you, the county will conclude that you did not want a review and will consider your actions a refusal to meet the participation plan. The county will send you a notice.

GRIEVANCE PROCEDURE

You may have a right to a formal grievance procedure. For more information, talk to your GAIN worker.

NOTICE TO OTHER PARENT

Notice Date: _____

This is to let you know that there is a problem with _____'s participation in GAIN. We would like to work out a plan to meet GAIN requirements. If a plan is agreed to, cash aid will not be lowered. But if the problem is not worked out, both you and _____ can lose cash aid. Your children will still get their part of the cash aid.

You stay on cash aid if you agree to take part in GAIN. You can do this at any time. But if your cash aid has stopped, you must also apply for cash aid again.

Call _____ for more information.

REMINDER TO END SANCTION

Notice Date: _____

This is to remind you, _____, that you may get your cash aid back:

- at any time
- after _____

To get your cash aid back you must:

Apply for cash aid and be eligible; and sign an agreement to take part in GAIN.

For cash aid, call _____ .

For the GAIN Program, call _____ .