

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 9, 2004

COUNTY FISCAL LETTER (CFL) NO. 03/04-38

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: IMPLEMENTATION OF THE AUTOMATED ASSISTANCE CLAIMS
SUBMISSION PROCESS

The purpose of this CFL is to inform all counties of the implementation of an automated process for submitting assistance claim forms to the California Department of Social Services (CDSS). The Department has been working with a County Welfare Directors Association (CWDA) Workgroup to develop claims that are designed to be completed and transmitted electronically.

Beginning with the January 2004 claiming month, counties will use this new claiming system to submit all assistance aid claims.

Automated Process for Transmittal of the Assistance Claims

Assistance claim form templates in Excel format will be electronically provided to counties for inputting the necessary data and returning the completed information to the CDSS for processing. Supporting documentation and a copy of each claim will continue to be submitted as hardcopy. A single certification page for all assistance claims will be submitted each month with the required signatures to the Department. The Department will accept the certification either by fax (original copy kept on file at the county) or hard copy (original copy submitted with the claims).

Major Changes

Major changes between the current and revised forms are primarily due to consolidating information from 32 separate forms to 10 claim forms. The attached document provides a matrix of the consolidated claims.

More detailed information on the new assistance claim forms, required supporting documentation and transmitting procedures will be provided in future CFLs.

If you have any questions regarding this new automated assistance claims submission process, please submit your concerns to the CDSS assistance claims mailbox at assistance.claims@dss.ca.gov or contact the Financial Services Bureau at (916) 657-3390.

Sincerely,

*Original Document Signed By
Terrie O'Connor on January 9, 2004*

TERRIE O'CONNOR, Chief
Financial Services Bureau

Attachment

C: CWDA

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CONSOLIDATION OF ASSISTANCE CLAIMS
(Effective January 2004)**

# of Claims	Current Form Number	CalWORKs	Aid Codes	Proposed Form	# of Claims
1	CA 800 Fed	All Families	30, 3P	}	
2	CA 800 Fed	Zero Parent	33, 3R		
3	CA 800 Fed	TANF Timed Out (20% Hardship)	32		
4	CA 800 KG Federal	KinGAP Federal	4F	} CA 800 Fed	1
5	CA 800D Fed	Diversion – All Families/Two Parent Families	3J,3K		
6	CA 809	Grant Based OJT for CalWORKs (Federal – All Families)	30,3P	}	
7	CA 800S	Two-Parent Families	35		
8	CA 800S	Safety Net-All Families, Child Only	3A	} CA 800S	2
9	CA 800S	Safety Net-Two Parent Families	3C		
10	CA 800D State	Diversion – All Families/Two Parent	3X,3Y		
11	CA 800 KG NonFed	KinGAP Nonfederal	4G	}	
12	CA 808	Grant Based OJT for CalWORKs (State Only – Two Parent Families)	35		
13	CA 806	Grant Based On-the-Job Training (OJT) for CalWORKs Legal Immigrants – (State Only)	3L,3M	} CA 800L	3
14	CA 800L	Legal Immigrant – All Families	3L		
15	CA 800L	Legal Immigrant Zero Parent Exempt	3G		
16	CA 800L	Legal Immigrant – Two Parent Families	3M	}	
17	CA 800M	Legal Immigrant All Families Mixed	3E		
18	CA 800M	Legal Immigrant Zero Parent Mixed	3H		
19	CA 800M	Legal Immigrant Two Parent Mixed	3U	} CA 800 M	4
20	CA 800S	TANF Timed Out - Legal Immigrants Mixed Cases	3W		
21	CA 807	Grant Based On-the-Job Training (OJT) for CalWORKs Legal Immigrants – (Mixed Cases)	3E, 3U	}	
22	AD 800A	Adoption Assistance Federal	03		
23	CA 800 EA	Emergency Assistance Foster Care	5K	} CA 800 A Fed	5
24	DFA 881	Emergency Assistance General Assistance	9K		
25	DFA 846	Refugee Cash Assistance	01	}	
26	AD 800B	Adoption Assistance Non Federal	04		
27	CA 800 FC (FED)	Federal Children in Foster Care	42	} CA 800 FC Fed	7
28	CA 800 FC Fed SB 163	Federal Children in Foster Care - SB 163 Wraparound	42		
29	CA 800A FC (NonFed)	Non Federal Children in Foster Care	40	} CA 800 FC NonFed	8
30	CA 1019	Seriously Emotionally Disturbed Children	05,5A		
31	CA 800 STEP	Supportive Transitional Emancipation Program (STEP) and Transitional Housing Placement Program Plus (THP Plus)		CA 800 STEP (retained existing form)	9
32	CA 44 CAPI	Cash Assistance Program for Immigrants (State Only)		CA 800 CAPI (claim number changed--retained existing form)	10