

**County of San Diego, Health and Human Services Agency (HHS) (HSA)
Policy and Procedure Guide**

SD Law Clearance Elevation

Page

1 of 2

Issue Date:

01/28/2016

Effective Date:

Upon Release

Background:

All CaWORKs, CalFresh, General Relief (GR) and Cash Assistance Program for Immigrants (CAPI) applicants, eighteen years of age and older, must be screened for fugitive felon and probation violation status using an online application called eJIMS. The application eJIMS can be accessed by the SDLaw website.

Designated staff will complete the SDLaw eWarrant clearance at application/registration and attach screen prints to the case clearance sheet for each household member over 14 years old. The designated staff performs the clearances as instructed in the SDLaw Guide User Guide and SD Law Training located on the EO InSite Share Point Site under the Eligibility Operations Processing Guide page. (<http://insite.sdcountry.ca.gov/hhsa/eligibility/Pages/default.aspx>)

Purpose:

To develop a policy for elevating certain situations when found through a SD Law clearance.

Policy:

There are certain situations in which a SD Law clearance will reveal sensitive information via the Warrant Detail screen and the Officer Notification System (ONS) Detail screen. Such information could be listed as "Person of Interest" and in the remarks section "armed and dangerous". When this type of information is noted, the individual clearing SD Law will elevate the clearance through their proper chain of command, which may include the immediate supervisor and/or FRC Manager.

Note: Information on a fleeing felon or a parole/probation violator should be shared with a law-enforcement agency only when that agency has requested specific information on an identified individual and when the required criteria has been met as stated in the applicable program guide. Staff will not send such information to any law enforcement agency upon discovering that an applicant is a fleeing felon or a parole/probation violator.

When a law enforcement agency requests specific information on a fleeing felon and/or parole/probation violator, only the specific information requested should be provided. This information will be disclosed only by the Family Resource Center (FRC) Manager or in management absence, the Corrective Action Liaison.

Information on fleeing felons and/or parole/probation violation may be shared with the Public Assistance Fraud Division (PAFD) staff since, though considered law-enforcement, PAFD staff conduct Public Assistance fraud investigation on behalf of the Health and Human Services Agency.

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Page

2 of 2

Impacts:

CaWORKs

CalFresh

GR

CAP

References:

ARG Letter/SDLaw Guide (located on the EO InSite Share Point Site under the Eligibility Operations Processing Guide page)

SD Law Training (located on the EO InSite Share Point Site under the Eligibility Operations Processing Guide page)

Sunset Date:

This policy will be reviewed for continuance by 01/28/2019.

Approval for Release:



Rick Wanne, Director
Eligibility Operations