

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

**California Witness Relocation and Assistance Program (CalWRAP)
Cases**

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Issue Date:

02/26/2016

Background:

California Witness Relocation and Assistance Program (CalWRAP) participants receive temporary funding for relocation and basic monthly living expenses due to ongoing or anticipated testimony in a criminal proceeding for which there is credible evidence they may suffer substantial danger, intimidation or retaliatory violence. CalWRAP participants may remain in the program until the case is ultimately adjudicated which can extend well beyond 18 months. In many instances, CalWRAP participants are receiving or qualify to receive assistance from San Diego HHSA. The District Attorney's staff had concerns regarding the confidentiality and safety of the participants, as well as, the accuracy of information participants provided regarding HHSA assistance they may currently receive. In the past, they relied on self-reporting by the CalWRAP participant for benefit information or required the participant to travel (with or without the District Attorney's staff) to a local HHSA office to obtain written documentation of their benefits.

Purpose:

To provide staff with special handling instructions and to establish a streamlined process for case records of participants in the CalWRAP who are seeking to apply for or receiving CalWORKS, CalFresh, Medi-Cal or General Relief benefits from San Diego County Health and Human Services Agency.

Policy:

The CalWRAP cases will be assigned to the 'Confidential Caseload' and will be handled in accordance with the Confidential Caseload requirements as specified in the Confidentiality in Self-Sufficiency Programs Policy and Procedures Guide located on the Eligibility Policy and Procedure Guide Site under the Confidentiality section (<http://hhsa-pg.sdcounty.ca.gov/arg/default.asp?Guide=ARG>) and the Confidentiality in Self-Sufficiency Programs Processing Guide found on the EO InSite Share Point Site under the Eligibility Operations Processing Guide page (<http://insite.sdcounty.ca.gov/hhsa/eligibility/Pages/default.aspx>).

Procedure:

For complete guidelines on operational procedures see California Witness Relocation and Assistance Program (CalWRAP) Processing Guide located on the EO InSite Share Point Site under the Eligibility Operations Processing Guide page.

Impacts:

CalWORKS Program
CalFresh Program
Medi-Cal Program
General Relief Program

References:

Confidentiality in Self-Sufficiency Programs Policy and Procedures Guide
Confidentiality in Self-Sufficiency Programs Processing Guide
California Witness Relocation and Assistance Program (CalWRAP) Processing Guide

Sunset Date:

This policy will be reviewed for continuance by 02/26/2019.

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

California Witness Relocation and Assistance Program (CalWRAP) Cases

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Approval for Release:

Handwritten signature in blue ink, appearing to read "Rick Wanne", followed by the date "2-29-14".

Rick Wanne, Director
Eligibility Operations