**Background:**
A State-wide electronic Inter-County Transfer interface (eICT) was created to transfer client data and documents between California counties without a break in recipient benefits. As of March 28, 2011, CalWORKs ICTs must be processed using eICT procedures—except for victims of Domestic Violence.

**Policy:**

**40-100.P.1 Inter-County Transfer (ICT) Requirement**
Counties must initiate an Inter-County Transfer (ICT) immediately upon notification that a CalWORKs recipient has moved their permanent residence to their County from another California county. ICTs must be processed within 30 days and are considered a redetermination of eligibility based on current client circumstances and recipient rules.
MPP 40-187, 40-187.11, 40-188.22, 40-190.11

**40-100.P.2 Sending County**
The county from where the CalWORKs recipient moves--known as the Sending County--is responsible for:

- notifying the Receiving County of the CalWORKs recipient move using the ICT transfer form,
- notifying the CalWORKs recipient in writing of their responsibility to immediately apply for a redetermination of eligibility in the Receiving County,
- providing the Receiving County with copies of required documentation within 7 working days from the notification date
- determining continuing eligibility and aid payments—including processing of any periodic report due during the ICT period,
- informing the Receiving County of any changes in eligibility or aid payments—including providing copies of related notices, and
- discontinuing CalWORKs aid in the Sending County based on date that CalWORKs aid will continue in the Receiving County.

MPP 40-188.1

**40-100.P.3 Receiving County**
The Receiving County is the county where the CalWORKs aided family now lives. Within the 30-day ICT transfer period, the Receiving County must:

- obtain all required CalWORKs documentation from the Sending County,
- send at least 2 appointment letters to the client (initial and reschedule),
- conduct a face-to-face interview,
- follow the same verification requirements as in the Application process, and
- determine ongoing eligibility based on current client circumstances and recipient rules.

MPP 40-188.2, 40-126.3

**40-100.P.4 Manual ICTs for Victims of Domestic Violence (DV)**

The ICT Specialist must send a **manual** ICT to the Receiving County for CalWORKs recipients who are victims of domestic abuse/domestic violence and treat all information with utmost confidentiality. DV related information can only be released if the client completes and signs a permission form in either the Sending or Receiving County. The ICT Specialist must ensure that any Domestic Violence waiver granted in the Sending County remains in effect during the ICT period. The manual ICT process must still be followed if the client does not complete the permission form or selects not to release DV related information to the new county. Additional requirements are outlined in **CalWORKs Processing Guide 40-100.P.1 *Manual ICTs for Victims of Domestic Violence (DV)***.

ACIN I-60-09, ACL 14-30

**40-100.P.5 Required CalWORKs Documentation**

The ICT Specialist will provide the latest copies of required documentation to the Receiving County as outlined in **CalWORKs Processing Guide 40-100.P.1 *Required CalWORKs Documentation*.**

A new application or related verification(s) is not required unless continuing eligibility cannot be determined without it or there is a change in circumstances that requires a mid-period interim report, such as:

- new employment,
- the addition of a new assistance unit (AU) member, or
- the client obtains new non-exempt property.

ACL No. 14-30, MPP 40-188.13

**40-100.P.6 Welfare-To-Work (WTW) Supportive Services and the ICT Process**

WTW supportive services payments (i.e., transportation, child care, ancillary) will only be issued during the ICT transfer period to enable the client to:

- continue to participate in assigned WTW activity(ies) in San Diego County, or
- retain current employment, or
- accept new employment.

ACIN I-38-04, MPP 42-750.11

**40-100.P.7 Redeterminations and the ICT Process**

The ICT Specialist must work with the sending county to ensure that all redeterminations are completed in sufficient time so that recipients have no delay in benefits or break in aid during the ICT process. The sending county may complete the redetermination and then transfer the case to the receiving county, or the receiving county may complete it; however, current eICT procedures require that the Receiving County process a redetermination due during the ICT period. The CalWORKs redetermination shall be done in the same month as the recertification, if applicable.

ACL No. 14-30

**40-100.P.8 Inter-County Collection (ICC) of Overpayments**

The ICT Specialist must provide overpayment documentation to the Receiving County to continue Inter-County Collection (ICC) of outstanding overpayment balances that will not be recouped by the end of the ICT period and continue overpayment collections referred by the Sending County, if the ICT case is granted in San Diego County.

MPP 40-190.51 and .52

**40-100.P.9 Sanctions and Penalties**

The ICT Specialist must continue any sanction or penalty (excluding non-cooperation with the Department of Child Support Services) that was assessed against the recipient in the Sending County—until the sanction is cured or the penalty is lifted.

ACL No. 02-90, ACL No. 14-30

**40-100.P.10 No Statewide Fingerprint Imaging System (SFIS) Requirement for ICTs**

The ICT Specialist must ensure that CalWORKs recipients completing an ICT are not required to meet SFIS requirements. ICTs are considered a redetermination of eligibility and SFIS is not required at redetermination.

**40-100.P.11 ICTs and Homeless Assistance**

The county where the CalWORKs recipients are physically located and intend to reside is responsible for determining homeless assistance eligibility, regardless of the ICT status. The issuance of homeless assistance is based on the date the county receives the request, with all eligibility requirements met.

ACL No. 14-30, MPP 44-211.515

**40-100.P.12 Face-to-Face Interview Exemption for Certain Caretaker Relatives**

The ICT Specialist must exempt certain non-needy Caretaker Relatives from the ICT face-to-face interview requirement. This exemption only applies if the CalWORKs aided family keeps the **same** non-needy caretaker relative when they move from Sending County to Receiving County and **all** of the following conditions are met:

- the caretaker relative has been approved to care for the child (see *CPG 41-500.B, Caretaker Relative Requirements*)
- the caretaker relative is not receiving CalWORKs benefits for him or herself
- CalWORKs is being received on behalf of a child/children who is a dependent child of the court, **and**
- the child (ren) is/are not eligible for federal Foster Care.

MPP 40-188.211

**40-100.P.13 Foster Care Children and Non-Minor Dependents (NMDs)**

The county of jurisdiction maintains payment responsibility for Foster Care (AFDC-FC) children and non-minor dependents (NMDs) (see CPG 40-100.S, *IPT from Foster Care* and 40-100.T).
MPP 40-181.1 (c), 40-189.23

**Procedures:**

1. Generic instructions regarding the eICT process—including the duties of eligibility workers designated as ICT Specialists—are outlined in the Eligibility Policy and Procedure Guide (EPPG).
2. ICT Specialists will also ensure that all CalWORKs-specific ICT requirements outlined in CalWORKs Processing Guide 40-100.P.1 *Inter County Transfers* are met.

**Impacts:**

**CalFresh**: 63-152.3
**Child Care**: 10-010 U.
**Medi-Cal**: Article 7, Section 5
**CAPI**: 99-102.1

**References:**

All County Information Notice (ACIN) I-38-04
All County Information Notice (ACIN) I-60-09
All County Letter (ACL) No. 02-90
All County Letter (ACL) No. 14-30
MPP 40-126.3 Requirements for Obtaining Evidence
MPP 40-181.1 (c) Extended CalWORKs for Non-Minor Dependents
MPP 40-187 Intercounty Transfer
MPP 40-187.11 30-Day Transfer Period
MPP 40-188 Transfer Procedure
MPP 40-188.1 First County
MPP 40-188.13 Provide Documentation
MPP 40-188.2 Second County
MPP 40-188.211 Exemption
MPP 40-188.22 Redetermine Eligibility
MPP 40-189 County in Which Recipient Makes His/Her Home
MPP 40-189.23 AFDC-FC Placement
MPP 40-190 County Responsibility
MPP 40-190.11 First County is Notified of Move
MPP 40-190.51 First County
MPP 40-190.52 Second County
MPP 42-750.11 Supportive Services
MPP 44-211.515 Homeless Assistance

**Approval for release:**

**Date: 11/12/2014**

**Sunset Date:**
This policy will be reviewed for continuance by 11/12/2017