Issue date:
11/12/2014

Effective Date:
Upon Receipt

Reference:
All County Letter (ACL) 14-30

Purpose:
- To update existing policies regarding the ICT process
- To inform staff of changes to the CW 215 (Notification of Intercounty Transfer) form

Background:
ICT regulations and procedures were established to ensure that CalWORKs (CW) recipients do not have a disruption in service and/or aid when they move from one county to another. State regulations require that Counties evaluate ICTs based on current client circumstances and recipient criteria.

Policy Change:
The California Department of Social Services (CDSS) updated ICT regulations and policies to ensure that Counties do not require a new application unless client circumstances change that meet mid-period reporting requirements.

Summary of Changes:
40-100.P.2 Sending County
- Added reminder that Receiving County must notify the Sending County of any changes in CW eligibility or aid amount—including copies of related notices.

40-100.P.3 Receiving County
- Added clarification that at least 2 appointment notices need to be sent to the CW recipient—the initial appointment and a rescheduling notice.
- Added clarification that ICTs follow the same verification requirements as the CW Application process.

40-100.P.4 Manual ICTs for Victims of Domestic Violence (DV)
- New section added to address ICT requirements for DV victims, including:
  - That ICTs for DV victims must be sent manually,

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- o That DV related information cannot be released from one county to another without the DV victim's signed permission form,
- o That the manual process must still be followed even if the client chooses not to complete the permission form or selects not to release DV related information to the Receiving County, and
- o That related procedures are outlined in **CalWORKs Processing Guide 40-100.P.1 *Manual ICTs for Victims of Domestic Violence (DV)*.**

40-100.P.5 Required CalWORKs Documentation
- New section added to address CW Documentation for the ICT process.
- Added clarification that no new application or verification is required for ICTs unless there is a change that meets mid-period reporting requirements or continuing eligibility cannot be established.
- Outlined related procedures in **CalWORKs Processing Guide 40-100.P.1 *Required CalWORKs Documentation*.**

40-100.P.6 Welfare-To-Work (WTW) Supportive Services and the ICT Process
- New section added to provide clarification regarding issuance of WTW supportive services payments during the ICT period.

40-100.P.7 Redetermination and the ICT Process
- New section added to provide clarification regarding processing of Redeterminations that are due during the ICT period.

40-100.P.11 ICTs and Homeless Assistance
- New section added to clarify that Homeless Assistance must be evaluated by the county where the client resides and intends to reside, regardless of ICT status.

40-100.P.13 Foster Care Children and Non Minor Dependents (NMDs)
- New section added to clarify that the county of jurisdiction maintains payment responsibility for Foster Care (AFDC-FC) children and NMDs.

Processing Guide 40-100.P.1 Inter County Transfers (ICTs)
- Developed processing guide for ICTs to provide procedural instructions to eligibility workers.
- Processing guide is located in CalWIN Intranet for internal staff use.

Impacts:

Automation:

- Sites will be notified when the revised CW 215 is available in CalWIN.

Forms and Document Capture:

ACL 14-30 also outlines the following updates to form CW 215 (Notification of Intercounty Transfer):

CW 215 Section	Update(s)
Welfare-To-Work Plan section	• New checkboxes to capture whether an appeal was filed timely • New lines for compliance *Begin Date* and E*nd Date* • A new *SB 1041 Rules Date* box to capture the date of the comprehensive discussion of the SB 1041 rules • A new line to indicate if a member of the AU previously participated in the AB 98 or Expanded Subsidized Employment (ESE) Programs and, if so, participation *From* and *To* dates
Sanctions/Penalties section	• A new *CS Good Cause* checkbox regarding child support • New fields to capture *Cure Plan Contact Date* and *Cure Plan Complete Date* • Removal of fields for first, second, and subsequent Welfare-to-Work (WTW) sanctions
Case Information section	• New checkboxes for *Foster Children* and *Non-Minor Dependent*s
Time Limits section	• New fields for the *Number of CalWORKs Months Used* of the client's 24 and 48-month Time Clocks
Cal-Learn Case Information section	• A new *Penalty* checkbox
Documentation Sent section	• New checkboxes for: SAWS 2, SAWS 2A QR, SAWS 2A SAR, SAWS 2 PLUS, QR 7, SAR 7, QR 25A and WTW 37 • A new checkbox for *WTW 24-Month Time Clock Notices*

Programs Affected:

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

Quality Control: QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

References:
All County Letter No. 14-30
MPP 40-187 Intercounty Transfer
MPP 40-188 Transfer Procedure
MPP 40-189 County in Which Recipient Makes His/Her Home
MPP 40-190 County Responsibility

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

Approval for release:

_, 11-12-14_

Rick Wanne, MA, MFT
Director
Eligibility Operations

AS