

**County of San Diego, Health and Human Services Agency (HHS)A)
CalWORKs Program Guide Letter**

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Issue Date:

4/17/2015

Effective Date:

Upon Receipt

Purpose:

To issue a CalWORKs policy regarding requests for verification and the required CW 2200 form

Background:

Requests for verification must be made in writing and allow 10 days for applicants and recipients to provide the necessary information or request assistance from the County to obtain the information.

Policy Change:

The California Department of Social Services (CDSS) requires counties to use the Request for Verification Form (CW 2200) to request verifications for CalWORKs and CalFresh programs. Initial instructions were issued via [CalWORKs Program Memo 14-17/CalFresh Program Memo 14-07](#).

Effective immediately, if the County becomes aware of any cases in which CalWORKs was denied, decreased, or discontinued for missing verifications and the applicant or recipient requested assistance from the County to obtain the information, the negative action must be rescinded.

Summary of Changes:

[CPG 22-000.B Requests for Verification](#)

- New section added to the CalWORKs Program Guide

Impacts:

Automation:

The CalWIN Verification Checklist (VCL or CSF 78) will be replaced by the CW 2200 in May 2015 (Release 41). Until the CW 2200 becomes available in CalWIN, staff must request verifications for CalWORKs via the manual CW 2200, and **not** the CSF 78 or Manual VCL Form (16-146 HHS)A).

Forms and Document Capture:

The manual CW 2200 is a barcoded PDF fill-in form that is available to staff for immediate print from the [Eligibility Form Repository](#). Shelf stock may be ordered from the Xerox Print Center.

The Notice of Language Services (GEN 1365) and a local contact number must be sent with the English CW 2200 until translations are available.

A copy of the manual CW 2200 must be submitted for document capture in CERMS.

Programs Affected:

CalFresh: [CFPG 63-117](#) and [CalFresh Program Memo 14-07](#)

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Quality Control (QC):

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

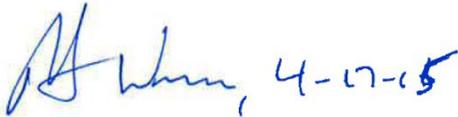
References:

All County Letters (ACLs) [14-26](#) and [14-88](#)

Sunset Date:

This policy will be reviewed for continuance by 4/30/2018.

Approval for Release:



Rick Wanne, Director
Eligibility Operations