

March 3, 2010

## CalWORKs Program Guide Letter No. 200

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**Subject** Changes to Interview Requirements for Certain CalWORKs Inter-County Transfers (ICTs) [Ref: ACIN I-05-09]

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**Effective** Upon Receipt

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**Purpose** The purpose of this letter is to inform CalWORKs Eligibility staff of changes to the interview process for certain CalWORKs ICTs that have been added to CPG 40-100-P, *Inter-County Transfer* and 40-100.F, *Application Process for Non-Parent Relative Caretaker*.

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**Background** The ICT process previously required that the receiving county (second county) conduct a face-to-face interview with the family, review their completed application and treat them as a recipient family. The passing of Senate Bill (SB) 1160 implemented changes to the face-to-face interview requirement during the ICT process for certain non-needy caretaker relatives.

SB1160 exempts non-needy caretaker relatives from the face-to-face interview requirement in the new county of residence **IF** they are receiving CalWORKs in the existing county (first county) on behalf of a child who is:

- A dependent child of the court, **AND**
- Not eligible for federal Foster Care

In addition, SB1160 requires that the relative:

- Has been appropriately approved to care for the child (see CPG 41-500.B, Caretaker Relative Requirements), **AND**
- Is not receiving CalWORKs benefits for him or herself

**Note:** This exemption only applies to ICTs when the family transfers from one county to another and the same non-needy caretaker relative will continue to act as caretaker.

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**Summary of Updates** CPG sections 40-100-P and 40-100.F have been modified and loaded to the online CalWORKs Program Guide:

CPG Section	Title	Program Updates/Changes
40-100.P	<i>Inter-County Transfer</i>	<ul style="list-style-type: none"><li>• Added clarification regarding documentation to support ICT</li></ul>

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		<ul style="list-style-type: none"><li>• Added Face-to-Face Interview Waiver section</li><li>• Added SFIS Reminder section</li></ul>
40-100.F	<i>Application Process for Non-Parent Relative Caretaker</i>	<ul style="list-style-type: none"><li>• Added note regarding waiver of face-to-face interview for certain non-needy caretaker relatives and link to 40-100.P.</li></ul>

Changes to the CPG are noted with highlighted text.

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**Program Impact** No impact to Food Stamps, Medi-Cal, General Relief or Child Care Programs.

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**Automation Impact** No Automation impact.

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**Forms Impact** No impact to forms.

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**Imaging Impact** No imaging impact.

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**ACCESS Impact** ACCESS Agents will follow current ACCESS ICT protocols, supported by CalWORKs Program regulations, when responding to calls of this nature.

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**Assistant Deputy Director**

  
**Sylvia Melena,**  
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**Manager Contact** CalWORKs Program

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