

October 05, 2010

## CalWORKs Program Guide (CPG) Letter No. 224

**Subject**                    **REQUIREMENTS WHEN EVALUATING NEW MEMBERS TO THE CALWORKS ASSISTANCE UNIT (AU)**

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**Effective Date**    October 05,2010

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**Reference**            Policy Inquiry 2010-03, *Interview Requirements for Adults and/or Children Being Evaluated for Addition to Existing CalWORKs Assistance Unit (AU)*, issued by Strategic Planning and Operational Support (SPOS).

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**Purpose**                The purpose of this letter is to inform staff of updates to [CPG 40-100.E](#), *Application Process*, regarding requirements for evaluating new members to an existing CalWORKs AU.

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**Background**        SPOS previously issued CalWORKs Policy Inquiry 2010-03 to outline updates regarding evaluation of new members to an existing CalWORKs AU.

These updates outline that a face-to-face interview is:

- Not required when evaluating children under 16 years old for addition to an existing AU, and
  - Still required when evaluating adults or children 16 years or older for addition to an existing AU, and
  - Still required when evaluating an adult **and** a child under 16 years old at the same time for addition to an existing AU.
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**Summary of Modifications**        The following sections have been modified and loaded to the CPG online.

CPG Section	Title	Program Updates/Changes
<a href="#">40-100.E</a>	Application Process	<ul style="list-style-type: none"><li>• Section entitled, "Evaluating New Members to the AU," added to provide related guidance.</li><li>• Section entitled, "Statement of Facts for Additional Persons (CW8)," was updated to provide additional instructions regarding</li></ul>

		<p>use of this form.</p> <ul style="list-style-type: none"> <li>Section entitled, "Statement of Facts to Add a Child Under 16 Years old," added to provide additional instructions regarding use of this form.</li> </ul>
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Changes to the CPG are noted with highlighted text.

**Other Program Impacts**

No impact.

**Forms Impact**

No impact.

**Imaging Impact**

No imaging impact as the CW8/CW8A forms are already included as documents to be imaged.

**Automation Impact**

No impact.

**ACCESS Impact**

ACCESS Customer Service Agent will send the appropriate Statement of Facts (CW 8/CW 8A) to the AU and will also send a CW2.1 and CW 2.1 Q (Child Support Forms) whenever the CW 8A is sent. The Agent will evaluate the AU request and inform the client if a face-to-face interview is required for the new member(s) to the AU, based on [CPG 40-100.E](#). If a face-to-face is required, Agent will follow current protocol and send a SharePoint to the Change Group of the appropriate FRC for follow up.

**Operations Impact**

No impact.

**QA Impact**

QA will cite the appropriate error when the regulations cited in the material have not been followed.

**Assistant  
Deputy  
Director**

A handwritten signature in black ink, appearing to read 'S Melena', written in a cursive style.

**Sylvia Melena**  
Assistant Deputy Director  
Self-Sufficiency Programs  
Strategic Planning & Operational Support