

June 18, 2013

CalWORKs PROGRAM GUIDE LETTER NO. 291

Subject **Update to CalWORKs Program Guide (CPG) 10-100 J. Cooperative Agreements, Information Regarding the use of the Cooperative Agreement and Employment Screening Forms**

Effective Date June 18, 2013

References County Policy

Purpose The purpose of this CPG Letter is to inform staff that the Cooperative Agreement form has been updated and uploaded to Xerox for use and:

- Staff are no longer required to submit 3 original signed copies of the Cooperative Agreement Form
 - An extra signature line has been added for the County COTR
 - The correct form number for the Cooperative Agreement is 22-03 HHSA (12/12) not 22-07
 - Staff are to begin using the updated 22-03 HHSA (12/12) Cooperative Agreement form in Xerox
 - Staff are advised to destroy obsolete shelf stock of the "Cooperative Agreement" whether it was numbered 22-03 or erroneously numbered 22-07
 - 22-07 HHSA is the correct form number for the Health and Human Services Agency "Employment Screening" Form
 - The current Employment Screening Form numbered 22-07 HHSA (5/11) is available in Xerox for use
 - Shelf stock of any obsolete Employment Screening forms dated (10/88) should be destroyed
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Background Due to the scanning capabilities of this electronic age and at the request of our Employment Services Contractors and partners, we no longer require 3 original signed copies of the Cooperative Agreement Form.

Our research has revealed that the Cooperative Agreement was erroneously assigned two form numbers in circulation and this has

been corrected.

Summary of Updates

CPG Section [10-100 J.](#) regarding Cooperative Agreements has been updated and is available in the online CalWORKs Program Guide.

Changes to the CPG are noted with **highlighted text** :

CPG Section	Title	Program Updates/Changes
10-100 J.	Cooperative Agreements	The form number for the Cooperative Agreement has been corrected from 22-07 to 22-03 throughout the chapter
		Replaced Food Stamps with CalFresh
		The word "shall" has been replaced by "is required to" throughout the chapter
		"Three original signed copies" has been changed to "One original signed copy"
		Maximus and Catholic Charities have been replaced by PCG and ResCare
		Spelled out Contract Officer's Technical Representative (COTR)
		The Mailstop for the Work Experience Program Specialist has been corrected to W-414

Automation Impact

None

Program Impact

None

Forms/Imaging Impact

The approved Cooperative Agreements and scanned copies are maintained by the Work Experience Program Specialist.

Access Impact

None

**Operations
Impact**

None

**Quality
Assurance
Impact**

None

Director

Handwritten signature in blue ink that reads "R. Wanne" followed by the date "6-18-13".

RICK WANNE, MA, MFT
Director
Eligibility Operations

LH:dp