

December 3, 2013

## CalWORKs Program Guide Letter No. 304

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**Subject** **IMMUNIZATION AND SCHOOL ATTENDANCE UPDATES**

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**Effective Date** December 3, 2013

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**Reference** All County Letters (ACL) 13-51

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**Purpose** To notify Family Resource Center (FRC) staff of the following information:

- A new combined immunization;
- Revisions to two Notices of Action (NOAs) for immunization and school attendance;
- Revisions to school attendance verification procedures;
- Revisions to school attendance requirements informing form and reminder letter.

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**Background** The California Department of Public Health (CDPH) has released information regarding a combined immunization called Kinrix™.

The California Department of Social Services (CDSS) has provided revised NOAs for immunization and school attendance.

Due to the implementation of the Semi-Annual Reporting (SAR) system, Eligibility Operations has modified the process to verify and monitor school attendance for CalWORKs recipients.

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**Summary of Updates** The following CalWORKs Program Guide (CPG) sections have been loaded to the online CPG:

CPG Section	Title	Program Updates
<a href="#">42-100.D</a>	School Attendance Requirement	Sections updated to: <ul style="list-style-type: none"><li>• Add table of contents</li><li>• Add informing requirements</li></ul>
<a href="#">42-100.E</a>	Verification and Monitoring Procedure	

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<a href="#">42-100.F</a>	Determination of Regular Attendance	<ul style="list-style-type: none"> <li>• Modify the informing form and reminder letter</li> <li>• Clarify Home School Program verification</li> <li>• Revise the school attendance verification process</li> <li>• Add NOA requirements</li> </ul>
<a href="#">42-100.G</a>	Good Cause Determination	
<a href="#">42-100.H</a>	School Attendance Penalty	
<a href="#">42-100.I</a>	Restoration of Aid	
<a href="#">42-100.J</a>	Immunization	<p>Section updated to:</p> <ul style="list-style-type: none"> <li>• Add table of contents</li> <li>• Add informing requirements</li> <li>• Add information about the Kinrix™ immunization</li> <li>• Expand verification information</li> <li>• Expand good cause information</li> <li>• Add NOA requirements</li> <li>• Add Vaccine Acronyms and Abbreviations chart</li> </ul>

Changes to the CPG are noted with highlighted text.

**Kinrix™**

Kinrix™ is one of several combination immunizations and includes the Diphtheria, Tetanus and Acellular Pertussis (DTaP) and Inactivated Polio (IPV) immunizations in a single shot.

Kinrix™ is given to children between the ages of four to six years old who need their booster doses of DTaP and IPV before they start kindergarten to protect them against diphtheria, tetanus, pertussis, and polio.

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**Immunizations** For CalWORKs purposes, Kinrix™ meets the immunization requirement for:

- DTaP and IPV for children receiving cash aid, or
- Older children who are catching up on immunization requirements.

Kinrix™ is to be accepted if listed as an immunization that was given on shot records.

**Reminders:**

- Human Services Specialists (HSS) are to assist clients on how to go about correcting immunization records they believe to be in error.
- Caretakers have a right to see their children's immunization record and to correct them. If the caretaker believes the records are incorrect, the caretaker can self-certify that the immunization was given, pending correction of the immunization record. This information is important for the safety of the children to prevent duplicate immunizations.
- Additionally, caretakers will not be penalized if they have good cause or are exempt from meeting the immunization requirements. Sections [CPG 42-100.J.7](#) and [CPG 42-100.J.8](#) define exemptions and good cause for not submitting verification of immunization for any child under six.

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**Vaccine  
Acronyms and  
Abbreviations**

Immunization names are often abbreviated and the abbreviations may differ for some of the immunizations.

A [Vaccine Acronyms and Abbreviations chart](#) has been loaded into CPG 45-200 Resources and Desk Aids section for staff to use as a reference.

The chart contains common acronyms and abbreviations used by both the Centers for Disease Control and Prevention (CDC) and the California Immunization Registry (CAIR) for widely used immunizations.

The most recent version of CDC's list can also be found at the following link:

<http://www.cdc.gov/vaccines/about/terms/vacc-abbrev.htm>

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**School  
Attendance**

HSSs are required to ensure they inform applicants and recipients of school attendance requirements at application and explain what defines good cause. Examples of good cause may include but are not limited to:

- Errors in school records; and
- Reasons that prevented the child from going to school.

Providing the **07-31C HHSA - CalWORKs School Attendance Requirement Information** form at intake and renewal will continue to meet the informing requirement. The **07-31C HHSA** has been modified to include a certification section for the responsible adult(s) to sign the form, acknowledging the school attendance requirements. The HSS is also required to sign the form and provide a copy to the client.

Previously, Annual Reporting/Child Only (AR/CO) Assistance Units (AUs) received the **739-AR HHSA – AR/CO School Attendance Reminder Letter** via mass mailing.

With the implementation of SAR, the **739 HHSA – CalWORKs School Attendance Verification Reminder Letter** was revised in October 2013 in order for the informing notice to be used for both SAR and AR/CO AUs. The revised 739 HHSA (10/13) replaces the 739-AR HHSA and all prior versions of the 739 HHSA.

Eligibility Operations will continue to send the **739 HHSA – CalWORKs School Attendance Verification Reminder Letter** to recipients with a school-aged child via monthly mass mailing, until the process can be automated.

In addition, due dates to verify school attendance have been modified to coincide with the AU's assigned SAR Cycle, as outlined in the [SAR Cycles Chart](#). Regular school attendance is still required to be verified twice a year (every six months); however, all AUs with a school-aged child are now required to provide adequate verification of school attendance by the end of each Submit Month, regardless if the reporting status is AR/CO or SAR.

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**Notices of Action (NOA)**

**M40-105C Immunizations** and **M40-105E School Attendance** NOAs have been modified to add language to specify the reasons for good cause and to explain what is needed for aid to be restored. Other additions are listed below:

1. The Immunization NOA (**M40-105C**) added language to:
  - Specify which child is not current in their shot records or lacks proof of up-to-date immunizations;
  - List possible good cause reasons;
  - Explain why a penalty would apply; and
  - Tell clients how and when cash aid would be restored to the assistant unit.
  
2. The School Attendance NOA (**M40-105E**) added language to:
  - Specify which child is not attending regularly or lacks proof of regular attendance;
  - Specify the date the attendance rules were provided;
  - List exemptions for children between the ages of six and 18 years of age;
  - List possible good cause reasons for not attending school;
  - Explain the penalty that would apply if a child in the home is not regularly attending school; and
  - Tell clients how they can correct a penalty and when cash aid would be restored.

HSSs are required to use these revised NOA messages.

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**CalFresh Program Impact**

No Impact.

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**Medi-Cal Program Impact**

No Impact.

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**General Relief Program Impact**

General Relief Program Guide will be updated in a future letter for the immunization requirements for Maximum Family Grant (MFG) children eligible to General Relief when in a CalWORKs case with zero grant.

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**Child Care Program Impact**

No impact.

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**County  
Medical  
Services  
Program  
Impact**

No Impact.

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**Automation  
Impact**

Refer to the [Forms Impact](#) section.

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**ACCESS  
Impact**

No impact.

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**Forms Impact**

**School Attendance Informing Form and Reminder Letter**

The revised **07-31C HHSA** and **739 HHSA** are attached to this Program Guide Letter.

The **07-31C HHSA** has been uploaded in the Xerox Print Center and FRCs can request it directly from the print center using their existing procedure. In the meantime, staff can copy and use the attached form.

The revised **739 HHSA (10/13)** replaces the **739-AR HHSA** and all prior versions of the **739 HHSA**.

**Notices of Actions**

The language changes on the **M40-105C** and **M40-105E** include new variables which are not currently automated in CalWIN. Therefore this will require the HSS to complete manual variables prior to mailing the correspondence. If the variables are not completed, these NOAs will remain in the print queue and will not be sent in the daily batch CC print file. All other existing variables will continue to auto-populate based on available case data. These new correspondences have been moved to CalWIN production effective August 31, 2013.

**Note**

FRCs are reminded of the importance of sending these notices when imposing these penalties, and all actions well documented in the case.

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**Document  
Capture  
Impact**

Due to the fact that the **07-31C HHSA** form requires a client's signature, the form shall be submitted for document capture.

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**Operational  
Impact**

No impact.

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**Quality  
Control Impact**

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

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**Manager  
Approval**



*Rick Wanne* 12-3-13

**RICK WANNE, MA, MFT**  
Eligibility Operations Director

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**Manager  
Contact**

CaWORKs Program

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