

March 4, 2014

Specialized Programs Program Guide (SPPG) Letter No. #2

Subject **TRAFFICKING AND CRIME VICTIMS ASSISTANCE PROGRAM**

Reference [Specialized Programs Manual of Policies and Procedures Section 70-100](#); [ACL No. 06-60](#); [ACL No. 13-25](#); [CFL 11/12-38](#)

Effective Date Upon Receipt.

Purpose The purpose of this letter is to inform staff that a new section has been added to the Specialized Programs area regarding the Trafficking and Crime Victims Assistance Program (TCVAP) eligibility criteria.

Background TCVAP was established to provide public social services and healthcare services to noncitizen victims of human trafficking, and to noncitizen victims of domestic violence and other serious crimes. Applicants qualified under these provisions will be eligible for benefits and services to the same extent as individuals who are admitted to the United States as refugees.

Eligible TCVAP applicants may include mixed families, single victims and/or married couples without children.

Summary of Modifications The following section has been uploaded to the SPPG online:

SPPG Section	Title	Program Updates/Changes
70-100 A.	Trafficking and Crime Victims Assistance Program (TCVAP)	New Section

The entire section is new and therefore **not highlighted**.

Operations Impact Due to our countywide policy of “No Wrong Door”, TCVAP application processing will occur in all Family Resource Centers (FRCs).

To ensure that TCVAP recipients are appropriately transferred from

TCVAP to Refugee Cash Assistance (RCA) or to CalWORKs (when all eligibility factors are met) FRC Management shall ensure that Designated TCVAP Human Services Specialists (HSS):

- Track TCVAP cases via a log to be provided by Eligibility Operations on the shared drive
- Obtain any additional documentation needed to establish eligibility
- Enter and end date TCVAP/RCA related Special Indicators
- Monitor Alerts for timely termination
- Transfer the case to the appropriate Group

**Designated
TCVAP HSS**

Due to the increased monitoring required for this process, FRC Management shall designate a minimum of two HSSs to serve as TCVAP Subject Matter Experts (SME) and FRC liaisons.

**CalWORKs
Program
Impact**

TCVAP applicants who qualify for assistance under the state CalWORKs program shall be aided under the state CalWORKs program **1V** Aid Code.

**CalFresh
Program
Impact**

Trafficking and crime victims applying for TCVAP, and not already receiving CalFresh, shall be informed that they can apply for CalFresh benefits at the same time and will be required to complete only a single application for both programs ([Section 63-119.1](#)).

**Medi-Cal
Program
Impact**

TCVAP applicants who are not eligible to either CalWORKs or RCA must be referred to Medi-Cal for a determination of Medi-Cal eligibility.

Recipients who lose their eligibility due to the time limits must also be referred to Medi-Cal for an eligibility determination.

**CAPI Program
Impact**

TCVAP applicants who qualify for the Cash Assistance Program for Immigrants (CAPI) will be aided under CAPI.

**Eligibility for
Other
Programs**

Noncitizen victims of a severe form of human trafficking and noncitizen victims of domestic violence or other serious crimes applying for benefits under these provisions will not be required to apply for

Supplemental Security Income (SSI) and/or State Supplemental Payments (SSP), as it would be a requirement for which it is known there is no eligibility.

Child Care Impact

TCVAP families receiving RCA are referred to Employment Services and are entitled to all supportive services including child care.

ACCESS Impact

ACCESS Customer Service Agents will explain the program to individuals who inquire and continue to direct applicants/recipients to the Family Resource Center as needed.

Automation Impact

HSSs are required to use the **1V** Aid Code for TCVAP cases and the **01** Aid Code for RCA cases.

HSSs are to add the “**CW-Vict of Humn Traff/Sev Crms**” Special Indicator code to identify these cases.

A new “**T Visa**” and “**U Visa**” Special Indicator code has been added to identify individuals who possess these visas.

To allow for timely termination of RCA, CalWIN will generate an alert stating “RCA Expiring Next Month” to inform the HSS that a RCA case will be 8-month time expired in the following month.

Forms Impact

The following Notices of Action (NOA’s) are available in CalWIN and require HSSs to enter manual variables:

- CalWIN M40-171D CW/RCA Application Basic Approval
 - NA 991 RCA Denial/Change/Termination – Person’s RCA Time Limit Expires
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Document Capture

All documents pertaining to the applicant/recipient’s eligibility must be document captured in the electronic case file.

Quality Control (QC) Impact

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

**Director
Approval**

Handwritten signature in blue ink that reads "R. Wanne, 3-4-14".

RICK WANNE, MA, MFT
Director
Eligibility Operations

**Manager
Contact**

Specialized Programs
