

CalWORKs Program Guide (CPG) Letter No. 199

Subject **REVISED LEARNING DISABILITIES (LD) EVALUATION REFERRAL PROCEDURES**

Effective Upon Receipt

Purpose The purpose of this letter is to inform Employment Case Managers (ECMs) of the update to CalWORKs Program Guide section [CPG 10-006.C](#), *Learning Disabilities Evaluation*, regarding revised LD referral procedures.

Background Effective July 2009, the San Diego Community College District (SDCCD) partnered with Health and Human Services Agency (HHSA) to provide LD Evaluations for referred Welfare-to-Work clients. The update to CPG chapter 10-006.C, reflects the revised procedures that ECMs will follow when making LD Evaluation referrals. As part of the new partnership with SDCCD, ECMs will either:

- Send referral forms as attachments to the designated SDCCD e-mail address: ldcalworks@sdccd.edu and cc their site LD Liaison, or
- Fax the documentation to SDCCD at: (619) 388-6534 and inform their site LD Liaison

Note: LD Screening procedures remain unchanged. All ECMs are to follow procedures as outlined in [CPG 10-006 \(B\)](#), including offering, administering and scoring the WTW 18: Learning Needs Screening. When referring for LD Evaluation, ECMs must include the following in the referral:

- WTW 20: Permission to Release Learning Disabilities Information;
 - WTW 18: Learning Needs Screening form (for participants whose primary language is English), **and**
 - A completed copy of the shelf stock Notice of Action (NOA), LDE (LD Evaluation - English) or LDS (LD Evaluation – Spanish)
-

Summary of Updates The following sections have been revised in CalWORKs Program Guide section [CPG 10-006.C](#), *Learning Disabilities Evaluation*:

Section	Update
LD Evaluation Referrals	ECM Step/Action table was revised to include new referral procedures
LD Evaluation Referrals	LD Evaluator Step/Action table was added to outline initial steps that LD Evaluator will follow when receiving initial LD Referrals

Note: Changes to CPG are noted with highlighted text.

Program Impact No Food Stamp or Medi-Cal impacts.

Forms Impact No impact to current forms.

Imaging Impact No imaging impact to Forms WTW 18, WTW 20 and LDE/LDS as they were included as part of initial Imaging (DoReS) implementation.

ECMs will file the LD Reports in either the electronic or paper case file, as appropriate. As there is no form number associated with LD Reports, they will be Imaged using the **16-143: Medical Documentation Forms** template.

ACCESS Impact Clients that contact ACCESS in regard to an LD Referral and/or LD Evaluation will be referred to the appropriate ECM. If the client does not have an assigned ECM, they will be referred to the LD Liaison at the appropriate employment site.

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

Manager Contact CalWORKs Program

AS/EL