Update 2002-23: Common Place Handbook

Intake Packets

Background
The “Intake Packets” Chapter was developed to assist clerical staff with the preparation of intake packets for the Department of Employment and Benefit Services (DEBS) programs. There are certain mandated informational notices that are required for each program. By standardizing intake packets, we can ensure that applicants are given all required information.

Changes
This Update contains the following changes:

Initial Contact Packet
With the changes made to the Food Stamp application process introduced in Food Stamp Update #02-10, it is necessary to modify and increase the number of initial contact packets. Previously, there were two types of initial contact packets. Currently, there are four initial contact packets.

Initial contact packets consist of the following groups:

- CalWORKs/RCA, Medi-Cal and CAPI
- CalWORKs/RCA and Food Stamps
- Medi-Cal and/or CAPI and Food Stamps, and
- General Assistance and Food Stamps.

[Section 19.1]
**CalWORKs**

*Add*

The following forms are added to the CalWORKs intake packets:

- “Applying for Food Stamp Benefits” (FS 22)
- “How to Report” (FS 23)
- “Keep Your Medi-Cal on Target” (SC 391)
- “EBT Brochure” (SC 571)
- “Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement” (SC EBT 5)
- “Additional Information About EBT” (Temp 2214).

*Delete*

The following forms are now obsolete. Remove and recycle per your District Office policy. It is not necessary to remove these forms from packets that have already been made.

- “Important Information about Required Verification in the Food Stamp Program” (FS 8)
- “Important Information - Food Stamps” (FS 9).

[Section 19.3]

**Food Stamps**

*Add*

The following forms are added to the Food Stamp intake packet:

- “Applying for Food Stamp Benefits” (FS 22)
- “How to Report” (FS 23)
- “EBT Brochure” (SC 571)
- “Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement” (SC EBT 5)
- “Additional Information About EBT” (Temp 2214).

*Delete*

The following forms are now obsolete. Remove and recycle per your District Office policy. It is not necessary to remove these forms from packets that have already been made.

- “Important Information about Required Verification in the Food Stamp Program” (FS 8)
- “Important Information - Food Stamps” (FS 9).

The following form is NOT obsolete, but is no longer to be placed in the Food Stamp intake packet:

- “Statement of Facts-Application for Food Stamps-Part II” (DFA 285-A2).
[Section 19.4]

**Medi-Cal**

The following form is added to the Medi-Cal - Family intake packets:

- “Keep Your Medi-Cal on Target” (SC 391).

[Section 19.5.1]

**General Assistance**

Add

The following forms are added to the General Assistance intake packet:

- “Applying for Food Stamp Benefits” (FS 22)
- “How to Report” (FS 23)
- “EBT Brochure” (SC 571).
- “Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement” (SC EBT 5)
- “Additional Information About EBT” (Temp 2214).

Delete

The following forms are now obsolete. Remove and recycle per your District Office policy. It is not necessary to remove these forms from packets that have already been made.

- “Important Information about Required Verification in the Food Stamp Program” (FS 8)
- “Important Information - Food Stamps” (FS 9).

The following form is NOT obsolete, but is no longer to be placed in the Food Stamp intake packet:

- “Statement of Facts-Application for Food Stamps-Part II” (DFA 285-A2).

[Section 19.6]

**Cash Assistance Program for Immigrants (CAPI)**

The following form is added to the Cash Assistance Program for Immigrants (CAPI) intake packets:

- “EBT Brochure” (SC 571)
- “Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement” (SC EBT 5)
- “Additional Information About EBT” (Temp 2214).

[Session 19.7]
Implementation
These changes are effective immediately upon receipt of this Update.

Forms
See forms added and deleted for various programs under “Changes.”

Note: These forms will be added to the Forms Catalogue as soon as administratively feasible.

Clerical
The OMC in each District Office must ensure that the intake packets contain all the necessary forms. See “Implementation” and “Forms.”

The following forms will be distributed to District Offices the first week of October:

- “Keep Your Medi-Cal on Target” (SC 391)
- “EBT Brochure” (SC 571)
- “Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement” (SC EBT 5)
- “Additional Information About EBT” (Temp 2214).

Kudos
The Program Coordinators would like to thank District Office clerical staff for their efforts in issuing/making complete and correct intake packets, as requirements can change frequently and quickly due to regulation changes and lawsuits.

NELLIE JORGE, DIRECTOR
Department of Employment and Benefit Services

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Filing Instructions for Update 2002-23: Common Place Handbook

Intake Packets

<table>
<thead>
<tr>
<th>Remove</th>
<th>Replace with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 19, pp. 1-14 (11/30/01)</td>
<td>Chapter 19, pp. 1-16 (10/15/02)</td>
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