Update 2009-2: Common Place Handbook
Intake Packets

Background
The "Intake Packets" Chapter is updated to provide a current list of informational notices and required forms.

Changes
This Update contains the following changes to the various Intake Packets:

GA and Food Stamps Initial Contact Packet
The GA 62 form name was updated to spell out General Assistance as indicated on the GA 62.

[Refer to “GA and Food Stamps,” page 27-4]

CalWORKs and PA Food Stamp Intake Packet
Added the “Work Pays” notice CW 2166 to the list of required forms for the CalWORKs and Public Assistance (PA) Food Stamp Intake Packets.

[Refer to “CalWORKs and PA Food Stamp Intake Packet,” page 27-5]

GA Intake Packet
Added the following forms to the GA Intake Packets:

• “Referral To/From Social Security” form SC 169,
• “General Assistance Repayment Responsibility” form SC 588, and
• “Food Stamp Qualifying Drug Felon Addendum” form FS 26.

[Refer to “General Assistance (GA) Packet,” page 27-12]
CAPI Intake Packet

Added the following forms to the Cash Assistance Program for Immigrants (CAPI):

- “Referral To/From Social Security for SC 169,
- “Authorization for Reimbursement of Interim Assistance Initial Payment or Initial Payment” form SSP14,
- “Cash Assistance Program for Immigrants State Interim Assistance Reimbursement Authorization” form SOC 455, and
- “Statement of Facts - Cash Assistance Program for Immigrants (CAPI)” form SOC 814.

Deleted the “CAPI Supplemental Application Form” SOC 451. This form is now obsolete.

[Refer to “Cash Assistance Program for Immigrants (CAPI) Intake Packet,” page 27-14]

FC Intake Packets

Added the “Emergency Assistance Application” form EA 1 to the list of required forms for Foster Care Intake Packets.

[Refer to “Voluntary Placements or Legal Guardian Placements,” page 27-15]

Implementation

These changes are effective immediately upon receipt of the Update.

Forms

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

Clerical

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

Kudos

Thank you to District Office clerical staff for keeping the various intake packets current.

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