Update 2009-9: Common Place
Welfare to Work Informing Notice (WTW 5)

Background
During Intake and at Redetermination (RD), Eligibility Workers (EWs) are required to review with the applicant/client the State mandated Rights and Responsibilities (SAWS 2A QR) form. On page 9 of the SAWS 2A QR, the applicant/recipient certifies that they received a copy of the Welfare to Work Informing Notice (WTW 5) and the EW certifies that they have provided the applicant/client with a copy of the WTW 5.

Policy
The WTW 5 must be included in all CalWORKs Intake and RD packets and provided to applicants/clients whenever the SAWS 2A QR is completed.

[Refer to CalWORKs Handbook, “Mandatory Forms,” page 5-14 and to Common Place Handbook “CalWORKs and PA Food Stamp Intake Packet,” page 27-5.]

Implementation
The information contained in this Update is effective immediately.

Programs
The programs affected are CalWORKs/RCA.

Forms
The WTW 5 has been added to the DEBS Forms section. The WTW 5 is available on the SSA Intranet website.
The Welfare to Work Informing Notice (WTW 5) must be added to all CalWORKs/RCA Intake and RD packets.

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