Common Case Procedures

Background
Assembly Bill (AB) 429, Chapter 111, Statutes of 2001, required the Social Services Agency (SSA) to provide CalWORKs welfare-to-work (WTW) activities and supportive services to the parents of children who have been removed from the home by Child Welfare Services (CWS) and placed into out-of-home care, provided that SSA determines that the activities and services are necessary to reunify the family.

Policy
Our Agency is committed to delivering the highest quality of services to our clients by ensuring equal access and opportunity and by providing services equally to all clients. It is the responsibility of all SSA employees to ensure that clients are informed of all services available to them, and that optimal assistance in applying for these benefits is provided.

As such, whenever a referral is made to the Department of Family and Children Services (DFCS) and a client becomes known to the child welfare system, the Social Worker (SW) will ask the client a few key questions to determine if the client is potentially eligible for public assistance benefits. If the client appears to be potentially eligible, a referral from titled, “CalWORKs/DFCS Intake Referral” (SCZ 1812) will be completed and the client will be sent to the nearest district office to apply for benefits. Applications referred with an SCZ 1812 must be processed as a high priority assignment.

Implementation
This policy is effective immediately upon receipt of this update.
Clerial
Office Management Coordinators must review this policy with their clerical staff and ensure they are familiar with these procedures and that AB 429 cases are to be treated as a high priority.

EW Supervisors
Eligibility Work Supervisors must review these procedures with their respective units at their next unit meeting, but no later than 12/15/09.

Kudos
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