Update 2010-2: Common Place Handbook
Redetermination (RRR) Packets

Background
In the past, only information regarding required forms for intake packets was included in Section 21 of the Common Place Handbook. With the implementation of the newly developed Automated Narration Tool, it became necessary to include information regarding RRR packets to this section.

Changes
Information is added to include required forms for RRR packets.


Implementation
This change is effective immediately upon receipt of this update.

Documentation
It is not necessary to document every form provided to a client during the RRR process. As per Section 11.4.1 of the Common Place Handbook, the following narration in the Maintain Case Comments subsystem suffices:

Example:
“Rights and responsibilities explained to Mrs. Garcia and she appeared to understand. Provided and explained all documents in the CalWORKs/Food Stamps RRR packet.”
Clerical
Office Management Coordinators (OMCs) must review this information with their respective staff at their next clerical meeting and ensure RRR packets are being assembled in their district office accordingly.

EW Supervisors
Eligibility Work Supervisors must review this information at their next unit meeting, but no later than 03/05/10.

Kudos
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Contact Person(s): Tomás Dolcini, Application and Decision Support Manager, (408) 491-6700.