Update 2014-22: Common Place
Request for Verification Form CW 2200

Background
There are various forms used by County Welfare Departments (CWDs) statewide to request verification of client information. In order to ensure the request for verification form is both consistent and adequate in all counties, the CW 2200 has been revised (2/14) and is now a “required form”.

Policy
The “Request for Verification” form CW 2200 must be given to the applicant/recipient when requesting verification for CalWORKs and CalFresh cases. The CW 2200 may also be used when requesting verifications for Medi-Cal only or cash-linked Medi-Cal cases; however, it is not a required form for Medi-Cal purposes.

Federal Hub
Any verification already on file for Medi-Cal purposes may also be used as verification for the CalWORKs and CalFresh programs. However, verification cannot be requested solely for CalWORKs or CalFresh purposes.

Requesting Verifications/ Certificates etc.
When the applicant/recipient requires financial assistance in obtaining verifications or certificates from a third party, the Eligibility Worker (EW) will complete and submit a “Clerical Check Sheet” (SCD 109) to the designated clerical staff.

(Refer to CPHB Section 21.3 and 21.4 Requesting Certificates).

Clerical
When it is necessary for the County to pay a fee imposed by a third party to obtain verification, clerical staff will complete “Application for Verification” form SCD 58. The completed form is then submitted to
“Accounts Payable” at 333 W. Julian St. Accounts Payable is responsible for submitting payment and the request to the appropriate party

(Refer to Common Place Handbook Section 21 for processing requests for verifications/certificates)

**Fiscal Claiming**

Program Codes (PCs) are available to claim reimbursement of costs associated with fees paid to obtain verifications. Expenditures should be charged based on the eligibility status of the applicant/recipient as follows:

- **PC 614 CalWORKs Eligibility** - (on-going eligibility determination costs for the CalWORKs program only). Verification fees should be charged to Direct Costs (Program Identifier Number [PIN] 614068) or Medical Exam (PIN 614014), as appropriate.

- **PC 615 CalWORKs, CalFresh, Medi-Cal Eligibility** - (initial eligibility determination costs for all three programs). Verification fees can be charged to Direct Costs (PIN 615068) or Medical Exam (PIN 615014).

- **PC 616 Non-Federal CalWORKs Eligibility** - (on-going eligibility determination costs for non-federally eligible CalWORKs clients only, such as recent non-citizens). Verification fees can be charged to Direct Costs (PIN 616068) or Medical Exam (PIN 616014), depending on what the fee is for.

**Implementation**

The CW 2200 (2/14) is required effective immediately and is available in the DEBS Forms Library. The CW 2200 is expected to be available in CalWIN in May 2015.

**Documentation**

Any assistance requested by the applicant/client in obtaining verification must be documented in **Case Comments**.

**Data Systems**

Currently CSF 78 is available in CalWIN as a verification checklist, but this does not meet the requirement to provide a CW 2200. Until further notice, the **CW 2200 must be used in place of the CSF 78** verification checklist.

**Forms**

The “Eligibility Verification Checklist” SCD 1121 is now obsolete and replaced by the CW 2200 until further notice. File the CW 2200 in IDM under: Benefits, F-1 Application.

**Other Programs**

The changes in this Update apply to the CalWORKs and CalFresh programs.
With the implementation of the Affordable Care Act in January 2014, the verification process for the Medi-Cal program is largely accomplished electronically. Paper verifications are only needed if electronic verification fails to meet Medi-Cal program requirements for verification.

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