Update 2016-17: Common Place Handbook
Sharing Limited Information Consent Form (SCD 103)

Background
With the increased involvement of various community partners, it may be necessary to share limited information between the Social Services Agency and other departments or organizations who provide services to our clients. The form “Acknowledgment of Limited Sharing of Information for Administration of CalWORKs Program” (SCD 103) is part of the intake and RRR packets.

Changes
Form SCD 103 is an acknowledgment that advises our clients that we may share limited information about them and/or the persons for whom they receive Cash Benefits. Form SCD 103 has been revised to replace the word “CalWORKs” with “Cash Aid” benefits. All other information remains without change.

In addition to the CalWORKs program, the revised form is now required for GA and CAPI programs. Chapter 24 of the Common Place Handbook has been updated with the revised form name. The form has also been added to the Intake and RRR form charts for GA and CAPI programs. Refer to [“Intake/RRR Packets,” page 24-1].

Note: The Spanish and Vietnamese versions have been updated.

Implementation
The information in this Update is effective immediately.

Other Programs
The information in this Update applies to CalWORKs, General Assistance, and Cash Assistance Program for Immigrants (CAPI).
Clerical Staff must ensure that the revised SCD 103 version is included in all Intake and RRR packets for the appropriate programs.

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