Update 2016-29: Common Place
Intake and RRR Packet Revisions

Background
Lists of the forms and applications that counties are required to provide to applicants and clients for specific programs are maintained in the Common Place Handbook.

Changes
The lists of forms required for individual programs have been updated to reflect current regulations and county policies.

• Removed the CW 2102 “Maximum Family Grant Rule” from CalWORKs Intake and RRR informational packets.

• Added SCD 2439 “Medi-Cal Redetermination Contact Flyer” to Medi-Cal RD informational packets.

• Added SCD 2402 “SAR 7 Sample” to CalFresh informational packets.

• Removed the Change Reporting section from the CalFresh list of packets.

• Added the Internet URLs for forms available for clients to view online. These forms are not required to be included in the Informational Intake or RRR Packets.

• Added the Kin-GAP intake packet to the list of intake packets for Foster Care.

• Updated the list of forms required for the Adoption Assistance Program.

• Added information about which forms are needed when a Telephonic Signature RRR is completed.
Implementation
The changes listed above are effective upon receipt of this Update.

Clerical
See “Changes” on page 1 of this Update.

Other Programs
The changes contained within this document apply to the CalFresh, CalWORKs, Foster Care, and Medi-Cal programs.

DENISE BOLAND, DIRECTOR,
Department of Employment and Benefit Services

Contact Person(s): Maria C. Savin, Program Coordinator, (408) 755-7540.