

CalWORKs Eligibility Handbook	DV and the Inter-County Transfer Process <a href="#">50-34.3</a>
	Effective: 03/28/2024

## 50-34.3 Domestic Abuse and the Inter-County Transfer Process

Effective August 24, 2009, form WTW 37 Permission to Release Domestic Abuse Information When Moving To Another County is required when disclosing any domestic abuse information during an ICT process.

The ICT process becomes highly sensitive in nature when a client has a domestic abuse situation.

Information with respect to domestic abuse survivors and their dependents must not be released to any outside party, other government agencies, or any employee in either the sending or receiving county who is not directly involved in the recipient's case.

### Recipients Leaving the Sending County

Provide the recipient with references to local domestic abuse services that are located in the receiving county. These services can be found by calling 1-800-799-SAFE or by contacting the receiving county.

Make sure that all communication of domestic abuse issues, including documentation, is kept confidential so that the recipient's information is not available to any county workers in the receiving county that will not be directly involved in the recipient's case.

Do not use faxes whenever possible for ICT file transfers in these cases.

### Transferring Documentation

Include any information regarding any domestic abuse services that the recipient may be receiving and waivers that the recipient may have. This includes information on domestic abuse waivers that the recipient has been granted, domestic abuse services that the recipient is receiving, and whether the recipient has claimed good cause for non-cooperation with the child support requirements. This information can only be released by the sending county if the recipient has signed a WTW 37 form in either the sending or receiving county.

The WTW 37 is valid for a maximum of one year after it is signed by the recipient.

Recipients should also be informed that if they move to a new county and have not signed a WTW 37 form, any information regarding their domestic abuse situation, such as waiver determinations, cannot be transferred to the receiving county unless they sign a new WTW 37.

### Domestic Abuse Waivers

When receiving a recipient identified as a domestic abuse survivor during the ICT process, determine whether the recipient had been granted a domestic abuse waiver in the sending county. Domestic abuse waivers granted by the sending county should remain in effect while a case is still in the 30-day transfer period.

After the 30-day transfer period, the receiving county may continue the waiver if the county determines that the waiver continues to meet the needs of the domestic abuse survivor and is consistent with the county's written domestic abuse waiver criteria.

If the receiving county determines that an existing waiver should be modified prospectively, a timely and adequate notice of action must be issued through a safe mode of communication. Reasons for modification may include, but are not limited to, the situation for granting the original waiver no longer exists, the services and activities available in the receiving county necessitate a modification of the waiver, the sending county's waiver does not meet the needs of the recipient's current situation, etc.

#### **References:**

MPP 40-187 – 40-191, 40-197; 42-715

ACL 17-58, 17-58E, 23-109

ACIN I-60-09

CW Eligibility Handbook 50-27 Inter-County Transfer – Incoming, 57-2 Inter-County Transfers – Outgoing