

CalWORKs Eligibility Handbook	Inter-County Transfers - Outgoing 57-2
	Effective 03/28/2024

57-2 Inter-County Transfers - Outgoing

I. Inter-County Transfer Defined

An Inter-County Transfer (ICT) is a transfer of responsibility for determination of eligibility and for provision of public social services from one county to another. It must be done at the proper time to assure no duplication of aid or lag in payment of aid to the eligible recipients or households who move from one county to another.

The counties involved can fulfill their responsibility for timely processing of an ICT only when the family properly reports a move from one county to another. It is every family's responsibility to inform the county of its whereabouts or plans.

Informing staff of a contemplated move or temporary absence from the county will help prevent misunderstandings and assure continuity of payment. Recipients must notify the sending county or receiving county of a change in residence within 10 days of their actual move.

II. Recipient/County Notification

Recipients must notify the sending county (where the recipient/s live and/or are receiving CW or CF assistance and/or benefits) **or** the receiving county (county where the recipient is moving/relocating) of a change in residence within 10 days of their actual move.

- Notification can be done in-person, mail, by phone or online (if available).
- If the recipient notifies the receiving county of a change in residence, the recipient is not required to also notify the sending county or request the sending county to transfer the case. The receiving county, once notified, is responsible for initiating the ICT process.

III. ICT Initiation

Whichever county (sending or receiving) the recipient notifies of the move, that county must initiate the ICT **within 7 business days** of receiving the notification.

- If the sending (outgoing) county is notified, that county will initiate the ICT with the CW 215 form via a written or electronic process.

- If the receiving county is notified, that county will initiate the ICT by requesting, either electronically or by written request, the sending county to transfer the recipient's case.

IV. Transfer Period

Benefits and payment responsibility must be transferred to the receiving county no later than the 1st day of the next available benefit month following 30 days after a county is notified of a recipient's move.

The 30-day transfer period begins with the postmarked date or the date of the electronic transfer of the CW 215, Notification of Inter-County Transfer. The transfer period may also depend on the date the CW 215 is postmarked.

Example: if the CW 215 is postmarked April 1, the end of the transfer period is April 30. The worker will discontinue the case April 30 and the new county will assume responsibility on May 1. However, if the CW 215 is postmarked April 2, the end of the transfer period is May 1. In this case, the worker will hold the case and discontinue May 31. The new county will assume responsibility on June 1.

NOTE: If the recipient moves out of the county during the last two months of the Semi-Annual cycle, the receiving county is responsible for completing the SAR7. The sending county may process recertification if both the sending and receiving counties agree it's in the best interest of the recipient.

V. Process Guidelines

- The recipient is not required to go to the nearest CWD office in the new (receiving) county and to be interviewed, complete new or additional applications or verification requests, or have a redetermination of eligibility. An exception would be if the recipient's annual recertification or other periodic reports are due.
- The receiving county is allowed to interview incoming ICT recipients regarding participation in the Welfare-to-Work program.
 - WtW plans should be provided by the sending county if applicable.
- To ensure uninterrupted childcare, it may be appropriate to complete the Child Care Request Form (CCP 7) as part of the ICT process. However, it's the recipient's responsibility to apply for child care in the receiving county.
- The sending county must provide copies of documents necessary to verify current benefits and grant amount to the receiving county within seven business days. Recipients **must not** be asked to provide copies of documents that were previously provided.
 - Documentation includes the most recent SAR 7, SAWS 2 PLUS, and SAWS 1.
 - Refer to the ICT Communication Protocol for additional information.

- If a move is from Region 1 to a Region 2 county, or vice versa, the receiving county will adjust the AU's grant at the end of the transfer period.
- The ICT process outlined above also applies to NACF and TCF cases.

VI. Homeless Assistance

The county where the AU resides is responsible for HA eligibility determination and issuance of HA payment (permanent or temporary) from the date of request. This is the county in which the AU is physically located and intends to reside (i.e. the receiving county).

VII. Domestic Abuse

Safety and confidentiality are of paramount concern for survivors of domestic abuse. CWDs cannot transfer a survivor's information to another county without written consent from the survivor. The WTW37 is used to document the survivor consents to their information being shared during an ICT. This could include information about domestic abuse services the recipient is receiving and waivers that the recipient may have. Domestic abuse information can only be released by the sending county when the WTW 37 is signed.

Refer to 50-34.3 for more details.

VIII. ICT and Special Procedures for Welfare-to-Work/Employment Plans

During the transfer period, the sending and receiving counties must work together to make the family's transition as smooth as possible.

If the Welfare-to-Work/Employment Plan is in place in the sending county, the receiving county should establish a CalWORKs Welfare-to-Work case and assure that the transferred individual is engaged in activities as soon as possible.

The sending county should include the WTW2 in the ICT documents sent to the receiving county. The receiving county will use this information to determine the WtW Employment Plan for the client in the new county.

When individuals transfer to another county, but do not have a completed WtW plan, the receiving county can complete a WtW interview and should place them in the activity in which they are eligible or were participating in the sending county. This will assure that they resume participation from where they were in the CalWORKs WtW program flow in the sending county.

Commented [SB1]: This feels more like information for the receiving county (e.g. for an "incoming ICT" section, if keeping incoming & outgoing separate, but I've left it for now.

IX. Redetermination/Recertification

If a recipient moves out of the county during either of the last two months of the semi-annual period, the receiving county will be responsible for completing the SAR 7. The sending county may process the SAR 7 if both the sending county and receiving county mutually agree it is in the recipient's best interests to do so, but ICT timeframes must be adhered to.

If the recipient moves out of the county during either of the last two months of the certification period, the receiving county will complete the redetermination/recertification. The sending county may complete the redetermination/recertification if both the sending county and receiving county mutually agree it is in the recipient's best interest to do so. Regardless, ICT timeframes must be adhered to.

- If a family moves during the last two months of the RE period, the assigned workers in the sending and receiving counties will communicate as to who will complete the RE to minimize the impact on the recipient and not to delay aid.

X. **IV. Outgoing ICT – Staff Responsibilities**

- Initiating the ICT when appropriate, per guidelines above.
- Ensuring all required documentation is provided to the receiving county within 7 business day of the notification by the client of their move.
- Completing any appropriate releases to provide confidential/sensitive information to the receiving county
- Responding to any requests from the receiving county
- Monitoring CalSAWS for any status changes
- Following up with the receiving county to ensure timely pick-up of the case and a smooth transition of benefits without duplication

References:

Senate Bill (SB) 1339

WIC 10003, 11052.6, 11053, 11053.2, 11102

MPP 40-187 - 40-191, 40-197

ACL 17-58, 17-58E

ACIN I-60-19

CW Eligibility Handbook 50-27 Inter-County Transfers – Incoming; 50-34.3 Domestic Abuse and the Inter-County Transfer Process