



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY
Self Sufficiency Services Division

POLICY AND PROCEDURE:

Cal-Learn ICT

REVIEW FREQUENCY:

Every two years

POLICY # 2000601-3000-18

DISTRIBUTION:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Employment Services | <input type="checkbox"/> Eligibility Services |
| | <input checked="" type="checkbox"/> Quality Mgmt |

EFFECTIVE DATE: August 27, 1996
 ORIGINAL DATE OF ISSUE: August 27, 1996
 LAST REVISION DATE: November 14, 2018

APPROVAL: *Teresa Brown* 11/15/2018
 Employment Services Manager Date

APPROVAL: *Lynn Perry* 11/16/18
 SSSD Deputy Director Date

APPROVAL: *Mary Beth* 11/16/18
 HHSA Director Date

POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to ensure that proper benefits and services are continued without a break in aid when any Cal-Learn (CL) teen transfers between two counties.

ADMINISTRATION:

Employment Services Worker (ESW)

DEFINITIONS:

None

END OF POLICY

PROCEDURE

I. ICT Out Responsibilities

- A. Upon information that the teen has moved to another county CL ESW will:
1. Ensure the CW inter-county transfer process has been initiated.
 2. Inform the Welfare-to-Work (WTW) Analyst the name of the teen and the date of CalWORKs (CW) discontinuance.
 3. Complete the CL 15 – Case Management Information InterCounty Transfer (ICT) Form
 - a. Image and index the CL 15
 - b. Send the originally completed form to the Receiving County
 4. Complete the CL 16 – Case Management ICT Summary form
 - a. Image and index the CL 16
 - b. Send the originally completed CL 16 to the receiving county's Case Management Agency.
 - 1) Attach a copy of the CL 8 – Cal Learn Notice of Report Card Submittal Schedule.
 5. Contact the CL participant to assist the teen in the transfer process:
 - a. Request any supportive services documentation needed to make final payments and close the Cal-Learn case.
 - b. Provide teen with the address and telephone number of the Cal-Learn Case Management agency contact in the new county.
 - c. Encourage the teen to continue participation in the CL program
 6. Provide the receiving county with requested information regarding the CL teen
 7. If the teen or the teen's family becomes ineligible for CW during the ICT period, the CL ESW must notify the receiving county and receiving county's case management agency so that the CL services can be terminated.
 8. Provide Case Management services until the ICT process is completed.
 - a. Assistance to teen
 - b. Request issuance of bonus/sanction
 - c. Request issuance of supportive service payments
 - d. Provide appropriate Supportive Services Notice of Discontinuance to the participant/provider
 - e. Provide appropriate notices of action as required
 - f. Provide counseling to the teen

II. Payment Responsibility

- A. The county who initiates the transfer is responsible for payment of the CW grant until the ICT process is complete.
1. The sending county is responsible for the application of any bonus or sanction earned during the ICT period.
 2. The receiving county must notify the sending county if a bonus or sanction must be applied during the transfer period.
- B. The CL ESW must process final supportive services or bonus payments or sanctions.
1. Payments should be processed by the CW discontinuance date
 - a. For example - ICT process begins December 10, 2009. Teen moves out of county on December 16, 2009. CW discontinuance is effective January 31, 2010. All supportive services, bonus/sanctions should be processed before the end of January 2010.

- C. The CL discontinuance date will be the same as the CW discontinuance date
 - 1. All appropriate notices should be mailed by the CL ESW.

III. Cal-Learn ICT In Process

- A. Upon receipt of the CL 15, Transfer Sheet, or any other ICT from the sending county, it will be forwarded to the WTW Analyst.
- B. The WTW Analyst will review C-IV to determine if the CW 215 has been received and to whom the case is assigned.
- C. The WTW Analyst will route the CL 15 or transfer sheet to the CL ESW and will monitor the CW case for approval.
- D. CL ESW's Responsibility:
 - 1. Upon receipt of notification that the CL teen has transferred in, the CL ESW should contact the sending county's CMA to request additional information on the teen, if needed.
 - 2. Contact/appointments should be made with the teen following current procedures.
 - a. Upon notification, the CL ESW will determine CL eligibility for the teen and notify CMA with the determination.

REFERENCES:

ACL [96-41](#) – CL Process During the ICT Process

FORMS

- CL 8 – Cal-Learn Notice of Report Card Submittal Schedule
- CL 15 – CalLearn Case Management Information InterCounty Transfer Form
- CL 16 – CalLearn Case Management InterCounty Transfer Summary

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
1.0	12-15-10	Biennial Review – Updated to new Template. Removed use of Inter-agency communication form and NW 685.	S. Gardner, SSA
2.0	04-29-14	Biennial Review – No changes	S. Gardner, SSA
3.0	08-23-16	Biennial Review – No Changes	S. Gardner, SSA
4.0	11-14-18	Biennial Review. Removed reference to Planned Parenthood. Added in CL 15 and CL 16	S. Gardner, SSA