

CWDA
INTERCOUNTY TRANSFER (ICT) PROTOCOL
ICT Adopted March 11, 2010
Appendix II Updated September 14, 2012

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Overview

Introduction Under certain conditions, child welfare service cases may be transferred to other counties. The California Rules of Court and the California Welfare and Institutions Code provide guidelines for Intercounty Transfers (ICTs).

California counties have previously agreed to a statewide ICT Protocol, which was approved by the County Welfare Directors Association.

The statewide ICT protocol provides guidelines regarding:

- The transferring of cases
- CWS/CMS assignment protocol
- Required CWS/CMS entries prior to transferring a case, and Casework practices/considerations

The current policy did not include clear guidelines for contact procedures and did not address eligibility issues. This proposal is to assist all California Counties with the timely and structured processing of Inter-county transfers (ICT) of juvenile dependency cases. The need for such a protocol is necessitated to ensure that the needs of children and families are met and that services and funding are not interrupted.

Best Practice The California Rule of Court 5.612 specifies that the moment a case is received by the receiving county's court and is filed; it comes under that county's jurisdiction. However, gaps and delays in services to the family may occur if this definition is strictly followed. The dynamics of ICTs, best practice guidelines, and the mission of the Child Welfare Service agencies indicate it is important that the transferring social worker (SW) continue services until it is confirmed that the receiving county has formally accepted the case and assigned to a SW. This is also true for incoming cases because the actual assignment of a SW for ongoing services may take several weeks due to residency verification requirements, Transfer-In Hearing time frames, and other issues. To protect children, strengthen families, and develop permanent family settings for children, it is important that services continue uninterrupted during the ICT process.

Dependency Case ICT Protocol

General provisions

General provisions for transferring cases out of a county are:

- Counties determine who is authorized to transfer cases out of their county.
- This protocol is to be included in each county's written ICT policies and procedures.
- Sending counties shall alert receiving counties about extremely difficult cases or special needs the child or family has and inform caregivers and/or parents that service levels and/or foster care rates may change.

When a referral is received on an ICT

The guiding principle in the resolution of problems between jurisdictions will be that the safety of the child is first and foremost." This means that every child who is referred for allegations of child abuse; neglect and/or exploitation will be seen within the required response times regardless of where and with whom the child is living. In addition, the Social Service /CPS Agency where the child is located/found (Host County) is responsible for ER in-person investigations on all referrals they assess as requiring an "immediate response".

NOTE: A Host County is defined as any county where the referred child is located which is not the county of legal residence for the child's primary legal caretaker.

Considerations and limitations on transfers The following **only** applies to post-dispositional hearings. It does not apply when a jurisdictional hearing is completed and the case is transferred to the county of residence for the disposition.

Cases will not be recommended for transfer if a:

- 6-month hearing is scheduled within 90 days from the date the transfer is requested
- W&IC 366.26 or Family Code 7820 hearing has been scheduled
- appeal of a W&IC 366.26 or Family Code 7820 hearing is pending
- child has been declared free from parental care and control, WIC 17.1E or
- Applicable Title IV-E findings must have been made within the last 12 months.
- If the child's foster care case is county only paid, the case will not be transferred from one county to another. This includes cases where a "patch" is paid above the group home RCL payments. There may be extraordinary situations which may make this an option. Such a decision will be made by the mutual agreement of both the director/director's designee level of the sending county and the receiving county.

Determination of residency Determination of residency includes:

- The sending county is responsible for verifying residency and appropriateness of placement before submitting to its court a recommendation to transfer the case. W & I Code section 375, and Rule of Court 5.610 (a), (b), and (c) provide residency guidelines for inter county transfers (see Appendix I for text).
- If the child's situation falls within W & I Code Section 17.1(d), the county where the child has physically resided for one year becomes the county of residence provided the other sections in 17.1 do not apply. However, certain casework practices should also be considered (see Appendix II, Casework Practices/Considerations).

Criteria

Upon the receipt of the sending **court's** order of transfer and its filing with the clerk of the receiving court, the W & I Code and Rules of Court identify that case is within the jurisdiction of the receiving county. Current practice in some counties indicates various factors influence the acceptance of jurisdiction and provision of services for cases being transferred between counties. These factors may lead to a "lag time" that impacts the receipt of services by client families.

CWS/CMS allows the electronic transfer of case information from one county to another. This can assist counties in providing a much higher level of service continuity as well as much better track of case responsibility.

Once jurisdiction has been accepted by the receiving county, the CWS/CMS case will be electronically transferred to the receiving county within 5 business days.

Case management responsibility and verification

A county transferring (Best practice – the sending county continues to service until case accepted by receiving county's child welfare agency) a case to another county's jurisdiction retains all case management and service provision responsibility until it has verified the case has been received and filed by the court clerk of the receiving court **and** accepted by receiving court.

Face-to-face social worker child contact is the responsibility of the sending county for the calendar month transfer is requested and approved in CWS/CMS.

Example 1: If a case is transferred via CWS/CMS on the 25th of June, the sending county is responsible for all mandatory face-to-face contacts with the children for June.

Example 2: If a case is transferred via CWS/CMS on the 2nd of June, the sending county is responsible for all mandatory face-to-face contacts with the children for June.

Example 3: If a case is accepted and immediately transferred back the sending county is responsible for all mandatory face to face contacts unless arranged with the receiving county.

Approval and casework practices

The sending county is responsible for obtaining approval of the transfer. The Transfer Request page must be completed and approved in CWS/CMS by the staff person in the county who has approval authority.

It is recommended that sending counties observe the casework practices/considerations listed in Appendix II of this protocol.

Single point of contact and other contacts

Each county is to identify a staff person who will serve as the ICT Single Point of Contact ("ICT Liaison").

Each county shall maintain on the CWS/CMS Website (County Contact List) current information regarding:

- "ICT Problems Contact" who serve as a county ICT single points of contact ("ICT Liaison")
- Court contacts
- ICT Foster Care eligibility contacts
- The county who transfers the case is responsible until the case is received by the court clerk

Specific documentation

The sending county shall document in CWS/CMS in the Case Management Section on the Address page of the parent's client notebook the parent's:

- Name
- Address (i.e., street address, city and zip code)
- Phone Number

In addition, the JV 550 must have the correct address.

**CWS/CMS ICT
In-Box**

Each county must have a CWS/CMS ICT In-Box for the receipt of any cases being transferred from another county. Counties shall either create a new in-box in CWS/CMS for the receipt of ICT's, or rename an existing in-box where the ICT function is performed. The in-box name shall begin with the identifier "ICT." Staff accessing the ICT In-Box must have Assignment/Transfer Authority in CWS/CMS. On the Assignment page of the Case Folder, all counties are to use the following standard naming convention:

Assignment Unit Field: "ICT--_____"
County Option

Case alert Field: Sending County should note if the case is "Sensitive" and why it is "Sensitive".

Assignments and responsibilities in CWS/CMS

Assignments and responsibilities in **CWS/CMS** include:

- Before giving primary assignment on CWS/CMS to the receiving county's ICT In-Box, the sending county shall verify as soon as possible, but no later than 14 court days after the Transfer Out Hearing, that the case has been received by the receiving county's court clerk per Rule of Court 5.612.
- After the sending county has verified that the transferred case has been filed and received by the receiving court, the sending county shall give the receiving county primary assignment.

If the sending county has no further court reports due, it should end date the Juv. Cr# when it gives the receiving county primary assignment. If the sending county has additional court related documents to complete in its county, it will have to leave its Juv. Cr # open and request secondary assignment back to end the Juv. Cr # later.

- When giving primary assignment to the receiving county, the sending county may give secondary assignments to its staff as needed. Whenever sending counties give their staff secondary assignments, these secondary assignments shall be ended on CWS/CMS as soon as they are no longer needed. Secondary assignment may be needed:
 - For payment issues
 - Because caregivers and service providers are calling

For example, if a case is transferred via CWS/CMS on the 2nd of June, the sending county is responsible for all mandatory face-to-face contact in the month of June and ending secondary assignment within 5 business days.

Hardcopies

The receiving county may request from the sending county hardcopies of case information not included in the CWS/CMS electronic file. Such requests will be fulfilled within five business days.

Best practice: The receiving and sending SW's will communicate regarding pertinent case information not included in CWS/CMS.

**Required
CWS/CMS
entries**

Documentation in CWS/CMS must be current and meet the FULL UTILIZATION mandates for required field entries. The following notebooks must be current before the sending county transfers the case in CWS/CMS within 5 business days.

- Health
- Signed Case Plan
- Contact
- Education
- Client
- Family Information
- AFCARS
- Eligibility Worker Notified
- ICWA
 - Inquiry Made – Copy of JV 010A
 - Results of Inquiry
- Placement
 - Guideline: When the sending county verifies the eligibility closure date, it is to end date any Ongoing Requests using the appropriate eligibility end date.
- Court Management
 - Guideline: Upon adoption of this protocol, sending counties are to change any 12/31/2099 hearing dates to the official hearing date.

IN ADDITION, the following actions must be completed in **CWS/CMS**:

- SOC 815-APPROVAL OF FAMILY CAREGIVER HOME
- SOC 817-CHECKLIST OF HEALTH AND SAFETY STANDARDS
- SOC 818-RELATIVE OR NREFM CAREGIVER ASSESSMENT
- SOC 815, SOC 817 and SOC 818 are to be completed when a Relative/NREFM home is reassessed
- Any Special Project Code if applicable
- ALL pending approvals satisfied
- When appropriate, the Transfer-Out Hearing is created. Use “Transfer Out Hearing” as Hearing Type Description
- After the Hearing where the Transfer Out is ordered, the Results page is completed in the Hearing Notebook, including the Order: “ICT Out Ordered”
- Close the Juvenile Court# and make it inactive and End-Date the Associated Attorney Relationships in the Client Notebook(s)

Criminal Record Clearance and Exemption Transfers for Relatives and Nonrelative Extended Family Members (NREFM)

Criminal Record Clearance (WIC §16504) WIC §16504 allows a child welfare agency with criminal record clearance and exemption authority to accept (transfer) of a criminal record clearance and exemption from another child welfare agency with similar criminal record and exemption authority. This authority facilitates processing a change in jurisdiction from one county to another of the court dependent child's approved placement with a relative or NREFM caregiver. This would make it less likely that a foster child would have be removed from care during the time it takes for the new county to conduct criminal records clearances and/or exemptions. The transfer must be of the same applicant type: Sub arrest rel/child place (i.e., relative or NREFM caregiver home to relative or NREFM caregiver home.)

Reference: ACL 08-58 and ACL08-58E

Transfer of clearance/exemption In order for the transfer to be processed, the caregiver and all adults in the home who were initially cleared or exempted must have an active status at the Department of Justice (DOJ); that is, the original approval agency is still authorized to receive subsequent criminal history information from DOJ and has not made the caregiver or any of the adults residing in the home inactive by returning a "No Longer Interested" (BCII 8302) form to DOJ.

Substitute Agency Notification Request - BCII 9002 form Approval for a transfer must be requested for each adult in the home by submitting a Substitute Agency Notification Request (BCII 9002) form to DOJ. For any transfer that is not approved, the receiving county must ensure that the individual whose request is denied is Live Scanned, with subsequent arrest notification (rap back) established, and a new criminal record clearance and/or exemption are done immediately following notice of DOJ denial.

ICT sending county and the BCII 9002 The transferring county is responsible for ensuring completion of Steps I and II of the form. Step I may be completed by either the county or caregiver/adult; however, the individual, not the county worker, must sign the form in this section. The transferring county should complete Step II for the individual as the county will have maintained this information as part of the approval process and child's case record. Check the box "Relative Placement (includes NREFM)."

The sending county will forward the BCII 9002 to the receiving county ICT liaison via mail or fax.

**ICT
Receiving
County and
the BCII 9002**

The receiving county is responsible for ensuring completion of Step III and for submitting the form to DOJ at the address at the bottom of the form. Completion of Step III indicates that the receiving agency has approved the transfer. The receiving county is responsible for the cost of processing each request. DOJ will process the request and if approved, use the effective date provided in Step III.

Note: The receiving county has the discretion whether to accept a sending counties exemption.

**Post
Dependency
ICT's**

When a WIC §388 petition is filed on a disrupted guardianship under WIC §366.3 (a), the guardian or the agency can file the 388 petition either in the county of jurisdiction or the county of residence and either court may hear and decide the matter.. If the court hearing the petition is not the court of jurisdiction, the first court will notice the court of jurisdiction of the petition. If the hearing results in a resumption of jurisdiction, an ICT may ensue to transfer the jurisdiction to the county of residence.

Foster Care Eligibility Intercounty Transfer Protocol

Introduction This policy establishes a protocol for transferring foster care payment cases between counties to facilitate the provision of cash aid and Medi-Cal benefits for children. The counties are governed by regulations set forth in the Manual of Policies and Procedures Eligibility and Assistance Standards (EAS).

Overview of the dependency transfer procedure The following table provides an overview of the transfer process for dependency cases.

STEP	ACTION
1	The Juvenile Court transfers jurisdiction of a child from one county (sending county) to another (receiving county). The court file is sent to the receiving county.
2	The court file is transferred from the sending county to the receiving county.
3	CWS/CMS electronic case is transferred. NOTE: Los Angeles County utilizes CWS/CMS for all payments. See LA County's procedure in this protocol.
4	The eligibility case is transferred from the sending county to the receiving county.

Transfer out The transfer-out process for dependency Foster Care payment cases, regardless of funding source, is outlined in the following table:

STEP	ACTION
1	The Juvenile court file is transferred by the court clerk from the sending county and accepted in the receiving county.
2	The CWS/CMS dependency case is transferred from the sending county to the receiving county.
3	Foster Care Eligibility is notified that the dependency case is transferred, verifies that the receiving county has accepted the case, and then initiates transfer of the FC Eligibility case to the receiving county as outlined in steps 3a-3d . The FC eligibility worker does not initiate a transfer if the receiving county has accepted jurisdiction solely for the purpose of returning the case to the original county.

- 4 The sending county FC eligibility worker verifies and updates information in MEDS and clears all MEDS alerts. If the child has changed their county of residence, the information to be updated includes but is not limited to:
 - Updating the resident county code
 - Updating the resident address
 - Discontinuing the Health Care Plan (HCP).
- 5 The sending county FC eligibility worker verifies and updates FC eligibility information in their county payment system including, but not limited to:
 - Current Re-Evaluation/Re-Investigation
 - Placement changes
- 6 The sending county FC eligibility worker verifies on CWS/CMS that the Placement, Payment and State Identification sections have been end dated properly. The FC eligibility worker follows their county policy to request any needed corrections.
- 7 The sending county FC eligibility worker:
 - Completes form FC 18 and includes their email address, according to PII, in the comments section
 - Attaches copies of required forms and documentation, and mails the transfer packet to the receiving county within 10 days of step 3.

Loss of Eligibility During Transfer Period

Per EAS 40-190.24, “when an intraprogram status change occurs during the transfer period; the first county is responsible for determining continuing eligibility and the aid payment until the end of the transfer period.” EAS 40-183.1 defines an intraprogram status change as “a change in status from one part of the same program to the other, i.e., from cash grant to medically needy and vice versa within the same program and changes between CalWORKs and AFDC-FC, or AFDC-FC and Kin-GAP, or CalWORKs and Kin-GAP.” EAS 40-183.5 and 44-317.6 provide additional information.

Accordingly, the first (sending) county discontinues the ICT process when a child:

- loses eligibility to AFDC-FC or Kin-GAP, but is potentially eligible to CalWORKs, or
- is receiving CalWORKs but becomes eligible to Kin-GAP or AFDC-FC.

The sending county processes the intraprogram status change, and then determines whether it is correct to initiate an ICT.

Example: A child in relative placement is receiving Foster Care in the sending county. The Court transfers jurisdiction to the receiving county, and the sending county initiates an ICT. During the transfer period, the child loses federal eligibility. The sending county discontinues the ICT process, and completes an intraprogram status change to CalWORKs. The sending county determines an ICT is not appropriate because the child and his relative caregiver reside in the sending county.

Forms and documentation for ICT out

An ICT-out packet for a dependency case includes all pertinent documents and forms used to establish continuing eligibility. The sending county will clarify screen prints and acronyms on all documents for the receiving county. Such documents include but are not limited to the following:

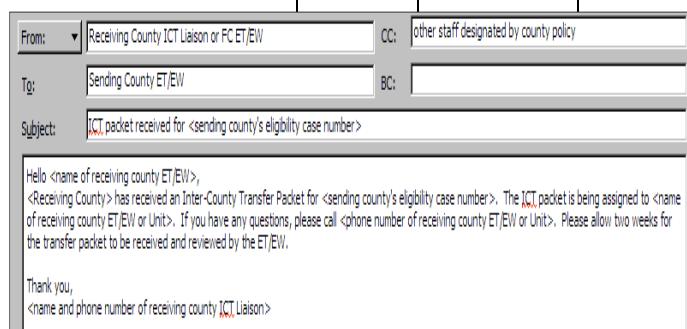
FORM NAME	DESCRIPTION
FC 18	Notification of AFDC-Foster Care Transfer
SAWS 1	Application for Cash Aid, Food Stamps, and/or Medi-Cal/34-County CMSP
FC 2	Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC)
Age Verification	Birth Certificate or other documentation of birth as provided in EAS 42-201
Non-Citizen Status	Documentation of the child’s non-citizen status or PRUCOL application as provided in EAS 42-430
Social Security Enumeration	Social Security Card or other verification of the child’s SSN as provided in EAS 40-105.24
IEVS	Copy of Income Eligibility Verification System prints

FORM NAME	DESCRIPTION
SOC 158A	Foster Child's Data Record and AFDC-FC Certification (most current)
SOC 815	Approval of Family Caregiver Home (all pages, most current)
Minute orders	<ul style="list-style-type: none"> • Detention, Jurisdictional/Dispositional, and Review Hearing orders, with requisite findings highlighted. Jurisdictional Transfer Out hearing minute order.
FC 3	Determination of Federal AFDC-FC Eligibility
FC 3A / 3.5	AFDC-FG/U Worksheet / AFDC Linkage Determination
POEM	<ul style="list-style-type: none"> • All documentation supporting the determination that the child is, or is not, federally eligible • Any case narratives explaining how the documentation was used.
Emergency Assistance	<ul style="list-style-type: none"> • EA 1 Emergency Assistance for Child Welfare Services for current episode • ACE print for current episode
Narratives	Case Narratives, Journals, and/or Case notes for current case history
Child Support	<ul style="list-style-type: none"> • CW 2.1(Q) – Support Questionnaire, and • CW 371 – Referral to Local Child Support Agency (LCSA), or • documentation supporting good cause for not sending a child support referral to the LCSA, such as: <ul style="list-style-type: none"> – CW 51 Good Cause Claim for Non-cooperation – FC 51 Children's Services Child Support Good Cause Claim Determination – DCFS 5123 Notification to Child Support Services Department (CSSD) – Compromise of Child Support – Good Cause (RE) Determination.
School Verification	Documentation from the school, for a child age 17 years or older, of the child's school attendance and expectation to graduate prior to age 19 as provided in EAS 45-201.
SCI	Include available documentation

**Transfer in
 for payment
 cases**

The transfer-in process for dependency Foster Care cases, regardless of funding source, is outlined in the following table:

STEP	WHO	ACTION
1	ICT liaison or eligibility worker	The receiving county FC eligibility worker or ICT Liaison sends an e-mail, according to PII, to the sending county to <ul style="list-style-type: none"> • Confirm receipt of the ICT packet • Provide contact information, and • Specify additional documents or information needed to re-establish eligibility.
2	Eligibility worker responsibility	Reviews the ICT-in packet within 15 calendar days from the date of receipt into the receiving county to: <ul style="list-style-type: none"> • Identify documents and information needed to complete the transfer • Promptly request needed documents and information from the sending county ET/EW listed on the FC 18 • Complete the eligibility determination prior to the expiration of the transfer period • Return the FC 18 to the sending county within 30 days of the date the FC 18 was received by the receiving county
3	Eligibility worker responsibility	<ul style="list-style-type: none"> • Contacts the ICT liaison of the receiving county if experiencing difficulties reaching the sending county eligibility worker or obtaining the requested items. • Contact the ICT liaison of the receiving county prior to any denial of an ICT, to allow the ICT Liaison the opportunity to contact the sending county ICT Liaison.
4	ICT liaison responsibility	The ICT liaison contacts the liaison of the sending county to obtain assistance in retrieving the requested items, avoid denial, and/or negotiate the transfer period of an ICT as allowed by EAS 40-187.



NOTE: If the child’s foster care case is county only paid, the case will not be transferred from one county to another. This includes cases where a “patch” is paid above the group home RCL payments. There may be extraordinary situations which may make this an option. Such a decision will be made by the mutual agreement of both the director/director’s designee level of the sending county and the receiving county.

Transfer denied/ Discontinued dependency case

When jurisdiction is transferred for a dependent child with denied/discontinued Foster Care eligibility case, the sending county will send a courtesy ICT upon the request of the receiving county. In the “Comments” section of form FC 18, include the notation: “Courtesy Packet.”

If the...	And the...	Then the...
Child ran away from placement (AWOL status),	The child ran away during the transfer period of the ICT cash packet	Sending county will discontinue payment and continue to process the ICT following county policy and protocol.
	Child runs away prior to the transfer of the payment case but court jurisdiction has already been transferred NOTE: If one child runs prior to hearing and if one child from a sibling group runs, the payment case cannot be transferred until the child is located and placed.	Sending county sends a courtesy ICT upon the request of the receiving county.

If the...	And the...	Then the...
	The eligibility file has already been sent to storage/closed files,	Sending county ICT coordinator requests the file and sends the courtesy ICT as soon as the file is received.
Sending county denied or discontinued the foster care eligibility case,	Denial or discontinuance occurred prior to the transfer of jurisdiction,	Eligibility worker processes a courtesy ICT upon the request of the receiving county.
	Eligibility file has already been sent to storage/closed files,	Sending county ICT coordinator requests the file and sends the courtesy ICT as soon as the file is received.

NOTE: The sending county will also send a courtesy ICT packet for any other reason, upon the request of the receiving county.

Non Dependent Non-related Legal Guardian Transfers (Payment only)

Overview The following section speaks to policy and procedure for the transfer of non-dependent children placed with non-related legal guardians (NRLGs). These children will be referred to here as NRLG children.

Initiation of transfer A Payment ICT is initiated for a NRLG child receiving AFDC-FC when Eligibility is notified that the child and guardian have moved to another county.

Transfer period for NRLGs The transfer period described in EAS 40-187.11 and EAS 40-187.12 applies equally to NRLG children receiving AFDC-FC.

Transfer out process for NRLG The eligibility worker:

- Ensures that the guardian is **not** related to the child.
- completes and sends form FC 18 along with the following documents:

Document	Description
FC 18	Notification of AFDC-Foster Care Transfer
SAWS 1	Application for Cash Aid, Food Stamps, and/or Medi-Cal

Document	Description
FC 2	Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC)
SOC 158A	Foster Child's Data Record including visit date within last 6 months
Birth verification	Birth Certificate or other verification as provided in EAS 42-201.
Social Security Enumeration	Social Security card or other acceptable documentation of SSN as provided in EAS 40-105.24
Documentation of Guardianship	Letter of Guardianship. If the letter of guardianship is not yet available, send a copy of the minute order establishing guardianship and an explanation of what steps have been taken to obtain the letter of guardianship.
Income	Current income verification of the child
Property	Current property verification of the child
School Verification (If available or child is 18 years of age)	Documentation from the school, for a child age 17 years or older, the child's attendance and expectation of graduation prior to age 19 as provided in EAS 45-201.
Legal Authority for 18 year old	SOC 155B – Mutual Agreement for 18 Year Olds
Notification to Reapply	Notification to the NRLG that he/she must re-apply for AFDC-FC in the receiving county as provided in EAS 40-188.121.

Guardianship dismissed and dependency re-instated

If a WIC 388 petition is filed on a NRLG Guardianship to re-instate dependency when the child resides in another county an ICT is not necessary. The eligibility worker with the active NRLG will discontinue the benefits and ensure that the Placement date, Payment date, and State Identification Number are end dated in CWS/CMS.-

NRLG Transfers-In process for Los Angeles County

The following table describes the process Los Angeles County follows to process a NRLG Transfer-In.

STEP	ACTION
1	The sending county eligibility worker is notified by the NRLG of their Los Angeles County Address.
2	The sending county eligibility worker notifies the NRLG to Request Non-Related Legal Guardianship payments from the Hotline at (800) 540-4000.

STEP	ACTION
3	The Los Angeles County hotline social worker has a five-day response time to complete the referral. When the social worker determines that there are no allegations of abuse or neglect, the referral is routed to a Permanency Planning Social Worker in the appropriate region/office.
4	A Permanency Planning Social Worker is assigned in the appropriate Los Angeles County region/office. The social worker obtains the letter of guardianship, as well as the guardian's agreement to cooperate with a case plan that includes regular visitation by the social worker. The Permanency Planning Supervisor approves opening the case on CWS/CMS.
5	The social worker provides a copy of the letter of guardianship and a DCFS 280 Action Request form to the eligibility worker (referred to in Los Angeles County as a Technical Assistant or TA). The eligibility worker will forward the documentation to the ICT Assignment Desk.
6	The eligibility worker forwards the documentation to the ICT Assignment Desk.

**NRLG
 Transfer-In
 Process,
 General**

The following table describes the process followed by the receiving county when a NRLG ICT packet is received:

STEP	WHO	ACTION
1	Eligibility worker responsibility	The receiving county ET/EW sends notification within 2 business days to the NRLG as per county policy, which includes: <ul style="list-style-type: none"> • a NRLG foster care application • a person whom the NRLG may contact to schedule an appointment date and time to complete the face to face interview • A date by which the NRLG must respond. The counties have agreed to allow 10 calendar days.

STEP	WHO	ACTION
2	Eligibility worker responsibility	Reviews the ICT-in packet within 15 calendar days from the date of receipt into the receiving county to ensure: <ul style="list-style-type: none"> • Documents and information needed to complete the transfer are requested promptly from the sending county ET/EW listed on the FC 18 so the eligibility determination is complete prior to the expiration of transfer period.
3	Eligibility worker responsibility	Contacts the ICT liaison of their county if experiencing difficulties reaching or obtaining the requested items. <ul style="list-style-type: none"> • It is necessary to contact the ICT liaison of the receiving county prior to any denial of an ICT.
4	ICT liaison Responsibility	The ICT liaison contacts the liaison of the sending county to obtain assistance in retrieving the requested items, avoid denial, and/or negotiate the transfer period of an ICT. (EAS 40-187)
5	Eligibility worker responsibility	Once the NRLG responds schedule the face-to-face interview within 5 business days as per county policy.
6	Eligibility worker responsibility	Request Children's Services to open a new services case.
7	SW responsibility	Open a new services case and complete visits and SOC 158As every six months. An initial visit and SOC 158A may be required.
8	Eligibility worker responsibility	<ul style="list-style-type: none"> • Once all documentation is obtained the receiving county will return the FC 18 to confirm pick up of eligibility. • The FC 18 is returned within 30 days from the date of receipt into the receiving county
9	Eligibility worker responsibility	If the NRLG has not responded by the requested date, state in the Comments section of the FC 18 that the ICT is denied due to the non cooperation of the NRLG, and return the FC 18 to the sending county.

Calworks to KinGAP ICT's

Non-dependent children The following section speaks to policy and procedure to the transfer of non-dependent children placed with related legal guardians with Kinship Guardian Assistance Program (KinGAP) support. These children will be referred to here as Kin-GAP children.

Initiation of transfer KinGAP cases remain the responsibility of the county of jurisdiction where dependency was dismissed. An ICT is only initiated when a KinGAP child is receiving CalWORKs in their county of residence and then becomes eligible to KinGAP funding in the county of jurisdiction. When Eligibility staff in the county of Jurisdiction becomes aware that a child is eligible to KinGAP they notify the Foster Care ICT Liaison of the county where the child receives CalWORKs for an inter-program transfer to complete an ICT.

EAS 40-190.24 states these children are eligible to an interprogram transfer (IPT) from CalWORKs to KinGAP completed by the sending county, and then to have the KinGAP case transferred out to the receiving county.

Transfer period for KinGAP The transfer period described in EAS 40-187.11 and EAS 40-187.12 applies to KinGAP children.

Transfer Out process for KinGAP The eligibility worker completes and sends form FC 18 along with the following documents to initiate a transfer-out for a KinGAP case:

Document	Description
FC 18	Notification of AFDC-Foster Care Transfer
SAWS 1	Application for Cash Aid, Food Stamps, and/or Medi-Cal
KG 2	Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payments
KG 2A	Rights, Responsibilities and Other Important Information – For the Kin-GAP Program
Birth verification	Birth Certificate or other verification as described in EAS 42-201
Social Security Enumeration	Social Security card or other acceptable documentation of SSN as provided in EAS 40-105.24
Relationship	Verification of the relationship between the legal guardian and the child
Income	Current income verification of the child
Property	Current property verification of the child

Document	Description
SOC 815	<p>Approval of Family Caregiver Home (all pages).</p> <ul style="list-style-type: none"> EAS 90-105.111 states: "In order to be eligible for Kin-GAP, the child must be living in the approved home of a relative." EAS 90-105.112 states: "For purposes of Kin-GAP, the home must have been approved by the county, but the approval may occur prior to the child's transfer to the Kin-GAP Program, and need not be reassessed after the child transfers from CalWORKs or AFDC-FC to Kin-GAP." <p>If the SOC 815 is not already filed in the Kin-GAP case, the eligibility worker obtains the most recent SOC 815 from the Foster care case or from CWS/CMS.</p>
Child Support	<ul style="list-style-type: none"> CW 2.1(Q) – Support Questionnaire, and CW 371 – Referral to Local Child Support Agency (LCSA), or CW 51 / FC 51 / DCFS 5123 – Child Support – Good Cause Claim for Non-cooperation / Children's Services Child Support Good Cause Claim Determination / Notification to Child Support Services Department (CSSD) – RE Compromise of Child Support/Good Cause (RE) Determination EAS 45-201.3
School Verification	<p>Documentation for a child age 16 years or older of school attendance and expected graduation date as provided in EAS 40-105.5 and EAS 42-101.2.</p>
Court documentation	<p>Letter of Guardianship.</p> <ul style="list-style-type: none"> If the letter of guardianship is not yet available, send a copy of the minute order establishing guardianship and an explanation of what steps have been taken to obtain the letter of guardianship.
SOC 369	<p>The Agency-Relative Guardianship Disclosure form SOC 369 is used to inform relative foster parents of the funding options available should they choose to take legal guardianship of their related foster child. EAS 90-100 does not state this form is required for Kin-GAP eligibility.</p>
KG 1	<p>The Kin-GAP Mutual Agreement for 18 Year Olds form KG 1 is required to provide Kin-GAP for a child who has reached their 18th birthday.</p>

Document	Description
Verification of age-appropriate immunizations	EAS 40-105.4 states that children under the age of 6 must have verification that they have had their age-appropriate immunizations. Send this verification if available. Kin-GAP eligibility may be established without such verification.

Transfer In process for Kin-GAP

The eligibility worker completes the following stages when processing a Kin-GAP transfer-in:

STEP	WHO	ACTION
1	Eligibility worker responsibility	Reviews the ICT-in packet within 15 calendar days from the date of receipt into the receiving county to ensure: <ul style="list-style-type: none"> Documents and information needed to complete the transfer are requested promptly from the sending county eligibility worker listed on the FC 18 so the case is complete prior to the expiration of the transfer period. The FC 18 is returned within 30 days from the date of receipt into the receiving county
2	Eligibility worker responsibility	<ul style="list-style-type: none"> Contacts their county's ICT liaison if experiencing difficulties reaching or obtaining the requested items. Contacts their county's ICT liaison before denying an ICT.
3	ICT liaison responsibility	The ICT liaison contacts the liaison of the sending county to obtain assistance in retrieving the requested items, avoid denial, and/or negotiate the transfer period of an ICT as provided in EAS 40-187.

APPENDIX I INTERCOUNTY TRANSFER STATUTES

Welfare and Institutions Code Section 17.1 states

“Unless otherwise provided under the provisions of this code, to the extent not in conflict with federal law, the residence of a minor person shall be determined by the following rules:

- (a) The residence of the parent with whom a child maintains his or her place of abode or the residence of any individual who has been appointed legal guardian or the individual who has been given the care or custody by a court of competent jurisdiction, determines the residence of the child.
- (b) Wherever in this section it is provided that the residence of a child is determined by the residence of the person who has custody, ‘custody’ means the legal right to the custody of the child unless that right is held jointly by two or more persons, in which case ‘custody’ means the physical custody of the child by one of the persons sharing the right to custody.
- (c) The residence of a foundling shall be deemed to be that of the county in which the child is found.
- (d) If the residence of the child is not determined under (a), (b), (c) or (e) hereof, the county in which the child is living shall be deemed the county of residence, if and when the child has had a physical presence in the county for one year.
- (e) If the child has been declared permanently free from the custody and control of his or her parents, his or her residence is the county in which the court issuing the order is situated.”

Welfare and Institutions Code Section 375 states:

“Whenever a petition is filed in the juvenile court of a county other than the residence of the person named in the petition, or whenever, subsequent to the filing of a petition in the juvenile court of the county where such minor resides, the residence of the person who would be legally entitled to the custody of such minor were it not for the existence of a court order issued pursuant to this chapter is changed to another county, the entire case may be transferred to the juvenile court of the county wherein such person then resides at any time after the court has made a finding of the facts upon which it has exercised its jurisdiction over such minor, and the juvenile court of the county wherein such person then resides shall take jurisdiction of the case upon the receipt and filing with it of such finding of the facts and an order transferring the case.”

ADDENDIX I (Continued)
INTERCOUNTY TRANSFER STATUTES

Rule 5.610. Transfer-out hearing

(a) [Determination of residence-special rule on intercounty transfers (§§ 375, 750)]

(1) For purposes of rules 5.610 and 5.612, the residence of the child is the residence of the person who has the legal right to physical custody of the child according to a prior court order, including:

(A) A juvenile court order under § section 361.2; and

(B) An order appointing a guardian of the person of the child.

(2) If there is no order determining custody, both parents are deemed to have physical custody.

(3) The juvenile court may make a finding of paternity under rule 1412. If there is no finding of paternity, the mother is deemed to have physical custody.

(4) Residence of a ward may be with the person with whom the child resides with approval of the court.

(Subd (a) amended effective January 1, 2004.)

(b) [Verification of residence] The residence of the person entitled to physical custody may be verified by that person in court or by declaration of a probation officer in the transferring or receiving county.

(Subd (b) amended effective January 1, 2004.)

(c) [Transfer to county of child's residence (§§ 375, 750)]

(1) After making its jurisdictional finding, the court may order the case transferred to the juvenile court of the county of the child's residence if:

(A) The petition was filed in a county other than that of the child's residence; or

(B) The child's residence was changed to another county after the petition was filed.

(2) If the court decides to transfer a delinquency case, the court must order the transfer before beginning the disposition hearing without adjudging the child to be a ward.

(3) If the court decides to transfer a dependency case, the court may order the transfer before or after the disposition hearing.

(Subd (c) amended effective January 1, 2004.)

(d) [Transfer on subsequent change in child's residence (§§ 375, 750)] If, after the child has been placed under a program of supervision, the residence is changed to another county, the court may, upon an application for modification under rule 1432, transfer the case to the juvenile court of the other county.

(Subd (d) amended effective January 1, 2004.)

(e) [Conduct of hearing] After the court determines the identity and residence of the child's custodian, the court must consider whether transfer of the case would be in the child's best interests. The court may not transfer the case unless it determines that the transfer will protect or further the child's best interests.

(Subd (e) amended effective January 1, 2004; repealed and adopted effective January 1, 1990; previously amended effective January 1, 1993.)

(f) [Order of transfer (§§ 377, 752)] The order of transfer must be entered on Judicial Council form *Juvenile Court Transfer Orders* (JV-550), which must include all required information and findings.

(Subd (f) amended effective January 1, 2004; repealed and adopted effective January 1, 1990; previously amended effective January 1, 1993.)

(g) [Transport of child and transmittal of documents (§§ 377, 752)]

(1) If the child is ordered transported to the receiving county in custody, if the minute order states the child must be delivered to the receiving county within seven court days, and the clerk of the court of the transferring county must prepare a certified copy of the complete case file so that it may be transported with the child to the court of the receiving county.

(2) If the child is not ordered transported in custody, the clerk of the transferring court must transmit to the clerk of the court of the receiving county within 10 court days a certified copy of the complete case file.

(3) A certified copy of the complete case file is deemed an original.

(Subd (g) amended effective January 1, 2004; repealed and adopted effective January 1, 1990; previously amended effective January 1, 1992, January 1, 1993, and July 1, 1999.)

(h) [Appeal of transfer order (§§ 379, 754)] The order of transfer may be appealed by the transferring or receiving county and notice of appeal must be filed in the transferring county under rule 39. Notwithstanding the filing of a notice of appeal, the receiving county must assume jurisdiction of the case on receipt and filing of the order of transfer.

(Subd (h) amended effective January 1, 2004; repealed and adopted effective January 1, 1990; previously amended effective January 1, 1992.)

Rule 5.610 amended effective January 1, 2004; adopted effective January 1, 1990; previously amended effective January 1, 1992, January 1, 1993, and July 1, 1999.

Former Rule

Former rule 5.610, similar to the present rule, was adopted effective July 1, 1989, and repealed effective January 1, 1990.

Advisory Committee Comment

1993-Juvenile court judicial officers throughout the state have expressed concern that in determining whether or not to transfer a juvenile court case, the best interests of the subject child are being overlooked or at least outweighed by a desire to shift the financial burdens of case management and foster care. The advisory committee has clarified rule 5.610 in order to stress that in considering an intercounty transfer, as in all matters relating to children within its jurisdiction, the court has a mandate to act in the best interests of the subject children.

Judicial Council form *Juvenile Court Transfer Orders* (JV-550) was adopted for mandatory use commencing January 1, 1992. Although the finding regarding the best interests of the child was noted on the original form, the language has been emphasized on the amended form.

Rule 1426. Transfer-in hearing

(a) [Procedure on transfer (§§ 378, 753)]

(1) On receipt and filing of a certified copy of a transfer order, the receiving court must take jurisdiction of the case. The receiving court may not reject the case. The clerk of the receiving court must immediately place the transferred case on the court calendar for a transfer-in hearing by the court:

(A) Within two court days after the transfer-out order and documents are received if the child has been transported in custody and remains detained; or

(B) Within 10 court days after the transfer-out order and documents are received if the child is not detained in custody.

(2) No requests for additional time for the transfer-in hearing may be approved. The clerk must immediately cause notice to be given to the child and the parent or guardian, orally or in writing, of the time and place of the transfer-in hearing. The receiving court must notify the transferring court upon receipt and filing of the certified copies of the transfer order and complete case file.

(Subd (a) amended effective January 1, 2004; repealed and adopted effective January 1, 1990; previously amended January 1, 1992, and July 1, 1999.)

(b) [Conduct of hearing] At the transfer-in hearing, the court must:

(1) Advise the child and the parent or guardian of the purpose and scope of the hearing;

(2) Provide for the appointment of counsel if appropriate; and

(3) If the child was transferred to the county in custody, determine whether the child shall be further detained under rule 1440 or 1470.

(Subd (b) amended effective January 1, 2004.)

(c) [Subsequent proceedings] The proceedings in the receiving court must commence at the same phase as when the case was transferred. The court may continue the hearing for an investigation and report to a date not to exceed 10 court days if the child is in custody or 15 court days if the child is not detained in custody.

(Subd (c) amended effective January 1, 2004; previously amended effective July 1, 1999.)

(d) [Limitation on more restrictive custody (§§ 387, 777)] If a disposition order has already been made in the transferring county, a more restrictive level of physical custody may not be ordered in the receiving county except after a hearing upon a supplemental petition under rule 1431.

(Subd (d) amended effective January 1, 2004.)

(e) [Setting six-month review (§ 366)] When an order of transfer is received and filed relating to a child who has been declared a dependent, the court must set a date for a six-month review within six months of the disposition or the most recent review hearing.

(Subd (e) amended effective January 1, 2004.)

(f) [Change of circumstances or additional facts] If the receiving court believes that a change of circumstances or additional facts indicates that the child does not reside in the receiving county, a transfer-out hearing must be held under rules 5.610 and 1432. The court may direct the department of social services or the probation department to seek a modification of orders under section 388 or 778 and under rule 1432.

(Subd (f) amended effective January 1, 2004; adopted effective January 1, 1992; previously amended effective July 1, 1999.)

Rule 1426 amended effective January 1, 2004; adopted effective January 1, 1990; previously amended effective January 1, 1992 and July 1, 1999.

Former Rule

Former rule 5.612, similar to the present rule, was adopted effective July 1, 1989, and repealed effective January 1, 1990.

APPENDIX II
CASEWORK PRACTICES/CONSIDERATIONS

CASEWORK PRACTICES/CONSIDERATIONS

Background It is recommended that counties observe the following casework practices when considering the transfer of a case to another county.

This appendix applies to ***court cases only***. For voluntary cases, close the case and make referral to other county, if necessary.

Casework Practice/Considerations for Minors

Primary Concerns Primary concerns are whether the transfer is in the child's best interest and if the

- level of services the child and family needs can be met
- case meets the criteria for transfer

Costs for Services Prior to transfer, the costs for services being provided to a child and family should be discussed between counties so that responsibility for the ongoing costs is clarified.

If either parent is living in the home with a child placed with a relative caregiver, the parent should be advised that the caregiver may no longer be eligible for payment.

If a relative or NREFM is receiving a Special Care Increment (SCI) from the county of jurisdiction, they should be advised that a move to another county would adjust the SCI as the rate paid would be at the new county of residence's rate.

Moving and ICT Transferring the case does not automatically mean moving the child.

When a case transfers, the parent and child do not have to reside in the same county. It is not necessary to move the child's placement to the receiving county.

If the child is moved during the transferring process the receiving county must be notified immediately and be sent a new case plan.

If the custodial parent is subject to frequent moves and is highly unstable, the transfer should not occur. It is recommended that the parent reside at least 30 consecutive days at the new address before considering it a residence for transfer purposes. If the plan is for the parent(s) to remain in a treatment facility for 6-12 months or longer, the two counties shall discuss the appropriateness of transferring the case.

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CASEWORK PRACTICES/CONSIDERATIONS, Continued

Stability of New Residence in FM Cases

When considering transferring a Court Family Maintenance case for a minor child, the transferring worker should ensure the family's residence in the receiving county is stable. Usually the child should be in the current residence at least 30 days.

Transfers of PP cases for Minors

The transfer must be in the child's best interest and a transfer of PP youth in a group home or institution is not acceptable. The following are some questions/issues transferring counties should consider to determine if the transfer of a PP case is appropriate:

- Length and stability of the child's placement--Has the child resided in the other county, in a stable placement, for twelve (12) months and there has been infrequent or no contact with the parents? If so, the transfer may be in the child's best interests (unless it is a group home placement).
- Case Plan--Is the worker recommending legal guardianship or Adoption, or a second period of FR, and will it occur soon? If so, the transfer may not be in the child's best interests.
- Relationship between the child and worker—This, combined with the worker's knowledge of the case, may indicate the case should remain with the current county if the travel distance is not too great.

Note: Do *not* transfer if the youth is 17.5 years old.

Transfer of a Minor in a Group Home

Transfers of a minor residing in a group home shall not occur until his/her treatment goals have been achieved and he/she has been placed in a lower level of care (e.g. foster home, relative or guardian). Consideration should also be given to whether the sending county has authorized any supplemental placement costs (e.g. a "Patch") that would require county funds in the receiving county.

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CASEWORK PRACTICES/CONSIDERATIONS, Continued

Child Residing in a Relative/ NREFM Home

When the child resides in a relative or non-relative extended family member home and a reassessment of the approved home is due within 60 days from the date of the planned transfer request, then the transferring county shall complete the reassessment prior to giving primary assignment to the receiving county.

Casework Practice/Considerations for NMDs

General Practice Guidelines

In addition to meeting participation criteria and the NMD is requesting to remain in EFC, the county preparing to ICT the case should consider whether an ICT is in the NMD's best interests and will support the NMD's successful transition to adulthood.

ICT Considerations for NMD

If a NMD is under Dependency Court supervision for twelve (12) consecutive months and wants his/her case transferred, the following shall be considered. The NMD must:

- request and/or consent to the transfer of jurisdiction
Note: If the youth does **not** want to remain in EFC, the case will not be transferred.
- have resided within the other county **as a NMD** for twelve (12) consecutive months (stability of placement)
- not reside in a group home placement
- have a connection to the community (employment, school, etc.)
- maintain a connection with person(s) significant to the NMD

The sending county's social worker must:

- work with the NMD to develop, sign, and complete all required documents and actions (Example: Mutual Agreement, Transitional Independent Living Case Plan (TILCP) and Transitional Independent Living Plan (TILP), SOC 161, Special Immigrant Juvenile Status (SIJS), Supplemental Security Income (SSI) etc.)
 - ensure that all required documents are current, signed and in CWS/CMS (Example: SOC 161, SOC 162, TILCP, TILP, appropriate placement agreement, etc.)
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CASEWORK PRACTICES/CONSIDERATIONS, Continued

Dual Status NMD If the NMD is a dual status case, the individual counties will consult on a case-by-case basis.

Nonminor, Non-dependent NRLG The following apply if the nonminor is receiving age extended AFDC-FC **benefits** under a non-dependent non-related guardianship established in the Juvenile Dependency Court:

- The legal guardian must apply in the new county of residence for any benefits to continue.
- The sending county Eligibility staff will send a hard copy transfer packet to the receiving county upon request from the receiving county.
- The sending county social worker shall give the receiving county primary assignment of the case in CWS/CMS.
- The individual counties should consult on a case-by-case basis.

The following table lists the documents/forms to be included in the Eligibility transfer packet.

Document	Description
FC 18	Notification of AFDC-Foster Care Transfer
SAWS 1	Application for Cash Aid, Food Stamps, and/or Medi-Cal
FC 2	Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC)
SOC 158A	Foster Child's Data Record including visit date within last 6 months
Birth verification	Birth Certificate or other verification as provided in EAS 42-201.
Social Security Enumeration	Social Security card or other acceptable documentation of SSN as provided in EAS 40-105.24
Documentation of Guardianship	Letter of Guardianship. If the letter of guardianship is not yet available, send a copy of the Juvenile Court minute order establishing guardianship and an explanation of what steps have been taken to obtain the letter of guardianship.
Income	Current income verification of the child
Property	Current property verification of the child
SOC 161 for youth age 18+ (Juv Ct Guardianship)	SIX-MONTH CERTIFICATION OF EXTENDED FOSTER CARE PARTICIPATION (most current, if youth is age 18+)
SOC 162 for youth age 18+ (Juv Ct Guardianship)	MUTUAL AGREEMENT FOR EXTENDED FOSTER CARE (most current, if youth is age 18+)
Notification to Reapply	Notification to the NRLG that he/she must re-apply for AFDC-FC in the receiving county as provided in EAS 40-188.121.

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CASEWORK PRACTICES/CONSIDERATIONS, Continued

Probate Guardianships

For non-minors in Probate guardianships to continue to access extended benefits up to age 19 if pending high school completion, the legal guardian must apply in the new county of residence. The sending county Eligibility staff will send a hard copy transfer packet to the receiving county upon request from the receiving county. The individual counties should consult on a case-by-case basis.

Probate guardianships

- do not have Court involved in the transfer
- require Eligibility and CMS case transfer
- continue benefits up to age 19, if the youth meets the high school completion requirements

The following documents should be included in the Eligibility transfer packet for a non-minor probate guardianship:

School Verification for youth age 18+ (Probate Guardianship)	Documentation from the school, for a child age 17 years or older, the child's attendance and expectation of graduation prior to age 19 as provided in EAS 45-201.
Legal Authority for youth age 18+ (Probate Guardianship)	SOC 155B – Mutual Agreement for 18 Year Olds

NMD ICT Exclusions

AN ICT shall **not** be recommended if one (1) or more of the following exist:

- the youth is 17.5 years of age through age 18
 - FR services are being provided to the parents of a NMD
 - the NMD has not resided within the county for twelve consecutive (12) months **as a NMD**
 - the NMD no longer meets participation criteria and not AFDC-FC eligible
 - the NMD resides in a group home and there is no plan in place to move to a lower level of care
 - the NMD has a plan of Adult Adoption or Tribal Customary Adoption
-

APPENDIX III
 Terms and Definitions

NOTE: Acronyms are generic and agreed upon between the counties.

Term	Definition
30-day Transfer Period	Per EAS 40-187.11: "The 30-day transfer period begins with the postmarked date or the date of the electronic transfer of the notification of the Inter-County Transfer. When the 30th day falls on a Saturday, Sunday or a legal holiday, the first business day following the weekend or holiday is considered to be the last day of the 30-day transfer period."
County Payment System	The system used within each county to issue payment. Such systems include but are not limited to: C-IV, CalWin, CWS/CMS, and Leader.
Courtesy Inter-County Transfer	When a case is requested for information by a county and the case is not actively in receipt of AFDC-FC.
CPS	Children's Protective Services
CWS/CMS	Child Welfare Services/Case Management System
EAS	Eligibility Assistance Standards
ES/EWS	Eligibility Supervisor/Eligibility Worker Supervisor
TA/ET/EW	Technical Assistant/Eligibility Technician/Eligibility Worker
Expiration of Transfer Period	EAS 40-187.12: "The end of the month following the 30-day transfer period after the first county either mails or electronically transfers the notification of the ICT to the second county or the end of the month in which aid is discontinued for cause, whichever is earlier. By mutual agreement of the counties involved, the transfer of responsibility may occur at an earlier date.
FC	Foster Care
ICT	Inter-County Transfer
Jurisdiction	Custody, care and control of a child as established by the Juvenile Court
Medi-Cal Eligibility Data System (MEDS)	MEDS is designed to provide a single, centralized, integrated file of all CalWORKS, Medically Needy, Medically Indigent, and SSI/SSP recipients (excluding unborns) in the state of California. MEDS reports eligibility and produces Beneficiary Identification Cards (BIC) and temporary paper BIC cards.
Term	Definition
Payment (Ending)	Location of the Payment Stop date in CWS/CMS: Click on the "Placement Management Section" icon, Click on the "Open Existing Placement" icon, Click on the current placement, Click OK, Click on the "Ongoing Requests" tab
Placement (Ending)	Location of the End Placement Date in CWS/CMS: Click on the "Placement Management Section" icon, Click on the "Open Existing Placement" icon,

Term	Definition
	Click on the current placement, Click OK, Click on the “End Placement/Episode” tab
Receiving County	The county which received jurisdiction of the child
Sending County	The county which sent jurisdiction of the child
SSS	Social Services Supervisor
State ID	Click on the “Client Management Section” icon, Click on the “Open Existing Client” icon, Choose the child, Click OK, Click on the “ID Num” tab Consists of: 2 digit County number 2 digit Current Aid Code (alpha and/or numeric) 7 digit Serial Number (alpha and/or numeric) 1 digit Assistance Unit (alpha or numeric) 2 digit Person Number
SW	Social Worker
Transfer Period	The period of time in which the receiving county determines eligibility and the sending county remains responsible for payment of aid, as provided in EAS 40-187.16.