

**Linkages GAIN Services Worker
Information Request Form**

Date of Request: 03/24/08	DCFS Office: San Fernando Valley	
CSW Name: Jane Doe	Select One: <input type="checkbox"/> Emergency Response CSW <input checked="" type="checkbox"/> Family Maintenance & Reunification CSW <input type="checkbox"/> Dependency Investigator	
CSW Phone #: (818) 123-4567 Cubicle #: 2146	Case # (if applicable): 123ABC4	DOB: 01/01/01
Participant Telephone Number: (123) 456-7890		Child's Name & DOB: 01/01/01

Type of Information Requested	
<input checked="" type="checkbox"/> CalWORKs (Family - Cash Program) <input type="checkbox"/> Homeless <input type="checkbox"/> GAIN Program (select all that apply): <input type="checkbox"/> Mental Health/Substance Abuse/Domestic Violence <input type="checkbox"/> Child Care/Transportation/ Ancillary/Work-Related Expenses <input type="checkbox"/> Family Preservation <input type="checkbox"/> Family Reunification <input type="checkbox"/> Other Welfare-to-Work Activities (e.g., Job Search, education, training)	<input type="checkbox"/> General Relief (Adult Only-Cash Program) <input type="checkbox"/> Food Stamps <input type="checkbox"/> Medi-Cal

CSW Urgent Request
Explain the reason for urgent request, including any deadlines, court dates, etc., to determine the level of urgency in responding: <u>This section is completed for urgent requests only.</u> The reason must be stated here, for example: "Urgent request due to a 03/31/08 court date." Then, the date by which the response is needed must be noted below. Information Needed By: 03/26/08 (see above)

CSW Question
My client told me that her cash benefits were reduced. She received less money than last month and does not know why?

THIS SECTION IS FOR DPSS LINKAGES GSW'S DISPOSITION ON THIS REQUEST

Response to CSW Question: I checked our computer system and verified with the CalWORKs Eligibility Worker that her cash benefits were reduced due to a CalWORKs sanction. The reason for the CalWORKs sanction is that the client didn't provide school attendance verification for one of her children. Once the verification is provided, the sanction will be lifted. You can also contact the CalWORKs Eligibility Worker to coordinate this on behalf of the client. I'm providing you with the CalWORKs Eligibility Worker information (see below).

Intervention with the family as a result of this request submitted (check all that apply): <input type="checkbox"/> DCFS 5122 Referral for Food Stamps/Medi-Cal for: <input type="checkbox"/> Family w/ children <input type="checkbox"/> Non-Needy Caretaker <input type="checkbox"/> Needy Caretaker TO DPSS District Office: _____ <input type="checkbox"/> CalWORKs Sanction/Penalty Lifted (coordinated with PT & EW to have sanction/penalty lifted, includes but not limited to DA sanction/penalty) <input type="checkbox"/> GAIN Sanction Lifted (coordinated with PT & GSW/EW to have PT's sanction lifted) <input checked="" type="checkbox"/> Service/Case Coordination on Mutual Case (e.g., DCFS and WTW plan coordinated, registered PT into GAIN to access services) <input type="checkbox"/> Family Preservation (FP) (e.g., provided GAIN FP information, coordinated communication between CBL/CSW/FP Agency and GSW) <input type="checkbox"/> AB 429-Family Reunification (FR) (e.g., initiated FR referral, case coordination on mutual FR cases) <input type="checkbox"/> Housing Assistance (e.g., referral to DPSS administered programs, provided housing/homeless program information) <input type="checkbox"/> Assistance with CalWORKs Case (e.g., case transfer closer to home, coordination to add child/spouse to CalWORKs case, assisted PT have aid restored, assisted in resolving Medi-Cal issues) <input type="checkbox"/> DPSS Info/Resource Referral (e.g., provided DPSS worker information to CSW and/or participant, provided CSW and/or participant information on GAIN/CalWORKs – ancillary/work-related expenses, transportation, and child care.)
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CalWORKs Information		GAIN Information	
Dist. Office: 11 East Valley	EW File #/Phone #: SS12 (818) 123-4567	Region:	GSW File #/Phone #:
Linkages GSW: Mary Doe		Date of Response: 03/25/08	