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October 6, 2004

**ADPA BULLETIN NO. 04-06**

**TO:** All CalWORKs and General Relief Providers

**FROM:** Jeremy D. Cortez, Director   
Financial and Administrative Services

**SUBJECT: DEADLINE FOR SUBMITTING CALWORKS AND GENERAL RELIEF CLIENT DATA**

**CalWORKs**

With the establishment of the new CalWORKs billing system, we must revise our monthly deadline for submitting your billings and client data. This is to inform you that effective immediately, we are imposing a deadline for the monthly client data submission to the CalWORKs Billing System. The deadline will allow the system to finalize and generate reports required by the Department of Social Services for each month of service.

The deadline for the monthly submission is the 25<sup>th</sup> of each month following the month of service. For example, the September client data must be submitted by the 25<sup>th</sup> of October. The October client data must be submitted by the 25<sup>th</sup> of November, and so on. For any given month, data submitted by the deadline will be entered as "original"; any late submission will be entered to the system as "supplement".

Please note that you may submit billings anytime before the 25<sup>th</sup> deadline. Payments will be issued by the 25<sup>th</sup> for all claims submitted by the 10<sup>th</sup>. Claims submitted after the 10<sup>th</sup> will require two weeks to process from the date of your submission.

**General Relief (GR)**

For services on or after October 1, 2004, GR Client information is required to be submitted using the new GR Billing System which many agencies have recently received training on by our Information Systems staff.

Although we are already past October 1, we understand many agencies do not input data into the billing system until the end of the month of service. This system (fields, data elements, etc.) is similar to the current CalWORKs Billing System. Also, the deadlines for data and billing submissions are the same as required for CalWORKs, as specified. Agencies that have not received training on the new system should have been contacted during the first week of October to schedule a training by our Information Systems staff.

We are confident that you will find that the new system is more user friendly. A transition from the old system to the new may cause some inconvenience for your agency at the beginning therefore, we offer to work closely with you so you will have a smooth transition. We appreciate your prompt attention to this matter, and thank you in advance for your efforts.

Please contact the following staff for further assistance:

|                         |              |                |
|-------------------------|--------------|----------------|
| Billings:               | Shirley Diep | (626) 299-4180 |
| CalWORKs & GR Programs: | Linda Dyer   | (626) 299-4109 |
| Information Systems:    | Richard Lugo | (626) 299-4547 |

JDC:sd

c: Patrick L. Ogawa  
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