



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

July 3, 2018

ALL COUNTY INFORMATION NOTICE NO. I-43-18

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CalWORKs PROGRAM MANAGERS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY CONSORTIUM PROJECT MANAGERS
ALL COUNTY REFUGEE COORDINATORS

SUBJECT: **INSTRUCTIONS FOR THE TRAFFICKING AND CRIME VICTIMS ASSISTANCE PROGRAM (TCVAP) CASELOAD SURVEY FOR THE PERIOD OF JANUARY 1, 2018 THROUGH JUNE 30, 2018**

REFERENCE: [ALL COUNTY LETTER \(ACL\) 09-49](#), [ACL 13-25](#), [ALL COUNTY INFORMATION NOTICE \(ACIN\) I-07-15](#), [ACIN I-03-18](#), [COUNTY FISCAL LETTER NO. 17/18-03](#), REGULATIONS - MANUAL OF POLICIES AND PROCEDURES: [Trafficking and Crime Victims Assistance Program-Chapter 70-100](#)

The purpose of this ACIN is to collect data for the TCVAP caseload for State Fiscal Year 2017-18. The California Department of Social Services (CDSS), Refugee Programs Bureau (RPB), is coordinating with the County Welfare Directors Association (CWDA) to obtain TCVAP client count information from counties. It continues to be necessary to request this information via the TCVAP survey because the automated system in the counties (the consortium) has not yet been fully programmed to allow the RPB to retrieve these counts electronically through the Medi-Cal Eligibility Data System.

The TCVAP provides trafficking, domestic violence, and other serious crime victims, and their eligible family members with state-funded benefits and services that are equivalent to federally funded benefits and services for refugees. It is important to identify and report TCVAP clients accurately; the CDSS uses the data for the development of the TCVAP budget and to determine county allocations.

Please contact Heriberto.Camarena@dss.ca.gov to request a copy of the Excel spreadsheet to report the TCVAP Unduplicated Client Counts. Each county must provide the TCVAP Cash Assistance and TCVAP CalWORKs unduplicated client counts for the period of January 1, 2018 through June 30, 2018

The RPB is requesting that the counties report how many cases per month they have served in the following categories:

- TCVAP Cash Assistance for Trafficking Victims;
- TCVAP Cash Assistance for Domestic Violence/Other Crime Victims;
- TCVAP CalWORKS for Trafficking Victims;
- TCVAP CalWORKS for Domestic Violence/Other Crime Victims; and
- TCVAP Non Aided Victims.

Each category is in an individual worksheet tab and contains specific instructions on how to be completed. Please work closely with the TCVAP program and fiscal staff at the county level to coordinate a response.

The data are to be reported for both the TCVAP victims, as well as other members in each assistance unit, regardless of their immigration status. In addition, please report the number of clients that may be receiving social or employment services that are not receiving cash assistance. Please be sure to fill in the data in each of the six worksheet tabs.

RESOURCES

The RPB created a technical assistance webinar to assist counties to complete the TCVAP survey. This webinar is recommended for staff who work with TCVAP clients and fiscal/data staff who are responsible for claiming TCVAP costs and completing the TCVAP survey. The webinar may be accessed at the following link: [TCVAP Webinar Training](#).

SUBMISSION OF THE TCVAP SURVEY

The RPB requests that counties complete the Excel document and submit it electronically to Heriberto.Camarena@dss.ca.gov by **07/31/2018**. Any questions, concerns, or feedback should be directed to Mr. Camarena at Heriberto.Camarena@dss.ca.gov or (916) 654-7250.

Your assistance in the process is greatly appreciated. Thank you for your continued support.

Sincerely,

Original Document Signed By:

MARCELA RUIZ, Chief
Immigration and Refugee Programs Branch

c: CWDA