Procedural Guide

E020-0100

ELIGIBILITY ACTIVITY

Date Issued: 08/04/09

New Policy Release

Update of Existing Policy, E020-0100, Eligibility Activity, dated: 09/26/07

Revision Made: The Procedural Guide has been revised to update it's format, reference revised policies and use updated staff titles and program terminology.

Cancels: None

DEPARTMENTAL VALUES

This policy supports the Department's efforts to ensure the safety of the Department of Children and Family Services (DCFS) supervised youth by providing guidelines for Eligibility Workers in meeting federal and State compliance standards.

ELIGIBILITY WORKER RESPONSIBILITIES

A. General Responsibility Overview

An Eligibility Worker (EW) is responsible for independently determining the initial and continuing eligibility for children in out-of-home care programs, and following established guidelines and procedures. The EW must exercise knowledge of the laws, regulations and procedures governing the administration of public assistance grants and programs and of interviewing and record keeping techniques. The EW must also have the ability to collect, record and evaluate client data; apply the rules and regulations concerning eligibility for various categories of aid, make arithmetic computations; and deal effectively with the public. An example of duties includes:

- Interviews parent(s)/legal guardian(s) or any person who has knowledge of the family and child's living and financial circumstances, to assist in the eligibility determination.
- 2. Assists clients to complete necessary documents.

Los Angeles County Eligibility Worker Study Guide

Rosina Ehmann

Los Angeles County Eligibility Worker Study Guide:

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