

**County of Orange Social Services Agency
Family Self-Sufficiency-Adult Services (FSS-AS) Division**

Program/Area:	CalWORKs		
Title:	Child Care Inter-County Transfers		
Number:	352	Status:	Working Draft
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Purpose The purpose of this policy is to provide guidelines for the Inter-County Transfer (ICT) process for determination and reimbursement of child care services when a CalWORKs (CW) participant moves from one California county to another California county.

This policy should be used in conjunction with [Policy 100- E11 Inter-County Transfer](#).

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Definitions ICT
ICT is a single network which connects all California counties to each other. The ICT process allows workers to electronically send case data (System Data Transfer) and documents (Imaged Document Transfer) from one county to another. All California counties utilize the ICT process.

Sending County
The county from which the recipient has moved from and is currently paying for child care.

Receiving County
The county the recipient has moved to.

Payment Responsibility
The period during which the sending county remains responsible for the child care payment.

Transfers Into Orange County When a CW recipient transfers to Orange County from another California county, the Employment & Eligibility Specialist (EES) will process their child care request as soon as possible regardless of the status of the ICT.

- If the client's ICT is approved, the client will receive child care as a current CW participant in Stage 1. For further information on child care requests, refer to the [Child Care Request Processing Guide](#).
- If the client's ICT is denied, the client may be eligible to receive post aid child care as a former CW client. For further information on post aid child care, refer to [Post Aid Child Care Assignment Processing Guide](#).
 - If it is determined that the former client has an immediate need (i.g., is unable to continue employment or attend school without child care services) and is at risk of losing their provider for nonpayment and Stage 2 is unable to pick up within a few days, the EES will process the application for Stage 1 child care services.
 - If it is determined that the former client **does not** have an immediate need, the EES will refer the client to Children's Home Society (CHS) by calling (714) 456-9800 for enrollment in Stage 2 or 3 child care.

Transfers Out of Orange County

When the EES is notified that a CW client who is receiving Stage 1 child care assistance has transferred to another county, the EES will send the client a [708 Child Care ICT Client Informing Notice](#) informing the client of their responsibility to immediately apply and re-establish child care eligibility in the receiving county as soon as possible and to provide any requested information in order to avoid a break in child care services and reimbursements.

The EES will complete the [F063-41-204 Child Care Inter-County Transfer Notification](#) form and attach a copy to the [CW 215 Notification of Inter-County Transfer](#) and [CF 215 Notification of Inter-County Transfer](#).

The EES will send a timely discontinuance notice of action to the client to discontinue the child care payment at the end of the payment responsibility period.

Payment Responsibility

There must be no delay in child care payments when the EES receives the necessary child care paperwork from the client.

Both counties should coordinate receipt of any documentation, as needed, to continue uninterrupted payments and provide updates regarding the final payment date.

Change in Providers:

When the client moves to the receiving county and is changing providers, the sending county will pay for child care through the last day of the existing provider's services. The receiving county will be responsible for the new provider regardless of the completion of the CW transfer period.

No Change in Providers:

Active CW:

When the client moves to the receiving county and does not change providers, the sending county will continue to pay for child care until the client's CW transfer period is completed or sooner with mutual agreement between both counties.

Inactive CW:

The sending county will continue to pay for child care for up to 30 days from the date the former client moves out of the sending county, at which time the receiving county will assume responsibility for the payment.

Forms

[CW 215 Notification of Inter-County Transfer](#)

[CF 215 Notification of Inter-County Transfer](#)

[F063-41-204 Child Care Inter-County Transfer Notification Form](#)

[708 Child Care ICT Client Informing Notice](#)

References

MPP section 40-187 and 47-310

[Child Care Request Processing Guide](#)

[Post Aid Child Care Assignment Processing Guide](#)

[Policy 100- E11 Inter-County Transfer](#)