

**County of Orange Social Services Agency  
Family Self-Sufficiency Division**

**Program/Area:** CalWORKs

**Title:** Immunizations

**Number:** 100-E2

**Status:** Signature on file

**Effective Date:**

**Revision Date:** 06/12/2018

**PURPOSE**

The purpose of this policy is to provide guidelines on the immunization requirements for all children under the age of six in the CalWORKs Assistance Unit (AU), unless the child(ren) is enrolled in school.

CalWORKs requires that all aided children who are not required to be enrolled in school must have all age-appropriate immunizations. If immunizations are not verified within the set time frames, penalties will be applied to the aided parent(s)/caretaker relative, resulting in a reduced CalWORKs grant.

**WHO IS AFFECTED?**

The requirement for immunizations applies to all children under the age of six in the AU, unless the child is enrolled in school. This requirement also applies to a Maximum Family Grant (MFG) child.

**INFORMING REQUIREMENT**

At initial application and redetermination (RRR), all applicants and recipients must be given the [CalWORKs Immunization Rules \(CW 101\)](#) and the [Immunizations Currently Recommended for Children Under the Age of Six \(TEMP CW 101A\)](#), informing them of:

- Their obligation to secure immunizations for the children under the age of six in the AU;
- The recommended immunizations;
- The exemptions due to medical reasons or personal/religious beliefs; and
- How immunizations may be obtained.

The CalWORKs Immunization Rules (CW 101) and the Immunizations Currently Recommended for Children Under the Age of Six (TEMP CW 101A) shall be included in all CalWORKs Application and Redetermination (RRR) packets.

Effective March 1, 2015, the [CW 2209 Immunization Good Cause Request Form](#) is included in all CalWORKs Application and Redetermination (RRR) packets and at any time the proof of immunizations is required. In addition, the CW 2209 must be sent with the NOA M41-105C pertaining to grant changes due to the failure to meet immunization requirements.

**EXEMPTIONS**

The immunization requirement does not apply if the parent(s)/caretaker relative provides one of the following:

1. A physician's written statement stating that the child should not be immunized, which includes the prohibitive medical condition and the duration.
2. An affidavit stating that the immunization requirement is contrary to their beliefs and the reasons for their objection.

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**VERIFICATION OF IMMUNIZATION**

The parent(s)/caretaker relative must cooperate in verifying each aided child's age-appropriate immunizations until the child completes all immunizations or the child reaches the age of six.

Verification will be requested at application and at redetermination, and when adding a child under the age of six to the AU who is not enrolled in school.

The type of verification can be any of the following:

- The child's [Yellow Immunization Record](#).
- [PM 160- CHDP Assessment](#) from the health care provider.
- A statement from a physician that the child's immunizations are up-to-date based on the age of the child.

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**TIME FRAMES FOR RECEIPT OF VERIFICATION**

Verification of immunization must be received within the following time frames:

**Applicants**

1. New CalWORKs applicants - Within 30 days of approval of Medi-Cal.
2. New CalWORKs applicants who are already receiving Medi-Cal – Within 45 days from the date of CalWORKs application.

If verification is not received prior to transfer the case to Continuing, the Intake worker shall set a User/Case Alert in CalWIN to control for its return.

**NOTE:** Approval of CalWORKs cannot be delayed pending the return of the immunization verification.

**Recipients**

1. New cases from Intake – If there is a User/Case Alert, the Continuing worker shall follow up with the recipient to obtain verification of immunization and impose the penalty if the recipient fails to cooperate.
2. Reinvestigation (RRR) - Recipients must verify immunization for each aided child within 45 days of the RRR. Image a copy of the PM 160, the child's yellow immunization record, or a statement from physician in OnBase under the Medical Acco.

**Adding a child under the age of six to the AU**

- If the child already receives Medi-Cal, immunization must be verified within 45 days.
- If the child does not receive Medi-Cal, immunization must be verified within 30 days of Medi-Cal approval.
- If adding a newborn, set control to follow-up with immunization verification for 3 months.

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**READING  
VERIFICATIONS**

The case worker shall use the [Immunizations Currently Recommended for Children Under the Age of Six \(TEMP CW 101A\)](#) and the [Worker Tool 13 - Immunization Schedule Template](#) to determine if the child's immunizations are up-to-date.

Yellow Immunization Record:

The following steps will assist the case worker on how to read the Yellow Immunization Record:

1. Determine the child's current age in months.
2. Start at the top of the card with Polio.
3. Based on the child's age, is the required number of shots entered on the Yellow Card?
4. If the child is overdue on a shot series, look at "Dose" and "Recommended at Age" columns on the [TEMP CW 101A](#). If more time has elapsed than is recommended, they are out of compliance.

If the child needs additional immunizations, refer the parent(s)/caretaker relative to their doctor or clinic.

If the child has not completed a series of immunizations because of a spacing requirement between vaccine doses, the applicant/recipient is considered to be making a good faith effort to comply. Good faith effort also applies if the vaccine is not available. The aided parent(s)/caretaker relative will not be penalized, and the immunizations will be reviewed again at the next RRR. The case worker shall document the good cause reason in CalWIN.

PM 160 – CHDP Assessment:

The following information will assist the worker on how to read the [PM 160- CHDP Assessment](#):

There are 2 sections under Immunizations (Given Today and Not Given Today):

Given Today:

- If the type of immunization is checked in Column A or B, the child meets the requirements.

Not Given Today:

- Column C – If checked, child is already up to date for their age.
- Column D – If checked, immunization requirements are not met and parent must provide further verification.

Vaccine names are often abbreviated. Workers shall use the [Vaccine Acronyms & Abbreviation](#) chart for additional information regarding widely used vaccines.

Kinrix:

In July 2013, the California Department of Public Health (CDPH) released information regarding a combined vaccine called Kinrix. It is a combination vaccine that includes the DTaP and IPV vaccines in a single shot. Kinrix is given to children between the ages of four to six years old who need their booster doses of DTaP and IPV before they start kindergarten to protect them against diphtheria, tetanus, pertussis, and polio. The Kinrix vaccine meets the immunization requirement for DTaP and IPV for children receiving cash aid and shall be accepted if listed as an immunization that was given on shot records.

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**CalWIN ENTRIES**

When entering age-appropriate immunizations in the Individual Immunization Detail Window, follow the instructions provided in the [Immunizations Verification Resource Guide](#).

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**FAILURE TO COOPERATE**

If the parent fails to cooperate in providing verification, the needs of the eligible parent(s)/caretaker relative will be deducted from the Maximum Aid Payment (MAP) in determining Financial Eligibility and the CalWORKs grant. In a two-parent AU, the needs of both parents are not considered. The penalized parent(s) remain members of the AU and are required to comply with the Welfare-To-Work requirements.

If clients are in the process of working with the doctor's office to correct an error in their child(ren)'s immunization records, the worker must ask the client for a current record once the immunization record has been corrected.

**Note:** The vendor payment provision does not apply when the penalty for failure to comply with the immunization requirement is imposed.

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**GOOD CAUSE**

An extension of 30 additional days may be granted for good cause if the verification cannot be provided due to a lack of access to immunization services. Examples: transportation problems, unable to get appointment by deadline, illness of parent(s)/caretaker relative or a child.

The reason for not receiving immunization shall be entered on the Collect Immunization Detail page and narrated in CalWIN Case Comments. Refer to the [Immunization Verification Resource Guide](#).

Effective March 1, 2015, the [CW 2209](#) must be provided to CalWORKs applicants and recipients upon application, at determination, and any time the county is requesting the family to provide proof of immunizations.

Clients can claim good cause by:

- Filling out, signing, dating, and returning the [CW 2209](#) to the worker.
- Verbally informing the worker of their good cause request.

Some good cause request scenarios are:

- [CW 2209](#): Worker receives a completed CW 2209 in order to claim good cause due to a flat tire. The client was unable to get to the doctor's office as scheduled. Good cause was granted, a 30-day control is set up by the worker to follow-up and the non-compliance entry was removed. The client is given 30 days to provide verification that the child is up to date on his/her immunizations. At the end of the 30 days, if the verification requested has not been provided; the non-compliance is applied again. At this point the worker must send:
  - NOA M40-105C to decrease CW grant, and
  - CW 2209 Immunization Good Cause Request form

Note: The CW 2209 must be sent with each NOA M40-105C.

- Request for good cause: If the client fails to provide the CW 2209 or does not call the worker to inform that there is a good cause for not immunizing the child(ren) within the allowed time frame, the cash aid would not be retroactively issued to the AU for non-compliance.
- Time Limit: There is no set time limit for the client to claim good cause for not meeting the immunization requirements. In the above scenario, within the 30-day period, if the client submitted the CW 2209 or contacted the worker to claim yet another good cause reason, i.e. the child is sick or the client cannot get an appointment before the 30 days ended, good cause must be granted and client has a new 30-day period to comply.

Note: The worker must determine if good cause exists for each claim received on a case by case basis.

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## **PENALTIES**

Penalties are effective the first of the month following the month that a timely notice of action (NOA) M40-105C Immunizations – CW Change/Decrease is sent.

NOA M40-105C Immunizations – CW Change/Decrease must include:

- Name of the child who is not current in his/her immunization records or lacks proof of up-to-date immunizations;
- List of possible good cause reasons;
- Explain why a penalty would apply; and
- Inform clients how and when cash aid would be restored to the AU.

- The CW 2209 Immunization Good Cause Request.

The penalized parent(s)/caretaker relative shall not be included in the AU size when determining the MAP for both financial eligibility and grant computation.

#### EXAMPLES

- Child Only Cases (Parent(s) not in the AU)  
No penalty can be applied in these cases because an immunization penalty is only applied to the parent(s)/caretaker relative(s) in the AU.
- Stepparent in the AU  
If the AU includes a stepparent and a penalty is to be applied for not verifying immunization for a stepchild, the biological parent or caretaker relative of the non-immunized child would be penalized. If the biological parent left the home and the stepparent became the caretaker relative, then the penalty would be applied to the stepparent.
- Unmarried couple with a common child  
In an AU that includes an unmarried couple with a common child and the mother's separate child, the mother fails to provide immunization verification for her separate child. Only the mother is penalized.

#### Senior parent and minor parent

An AU includes a senior parent and a minor parent and minor parent's child. The senior parent is responsible for both the minor parent and the minor parent's child and is therefore, responsible for submitting verification of immunization for minor parent's child. Both the senior parent and minor parent are penalized if it is not provided.

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#### **TREATMENT OF INCOME**

The non-exempt income of the penalized person(s) is counted in the family's grant determination and they remain eligible members of the AU.

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#### **CalFresh IMPACT**

CalFresh benefits shall not increase when the parent(s) or caretaker relative is penalized for non-cooperation with Immunization verification requirements. The MAP differential will be budgeted in CalFresh.

The penalized individual(s) remains CalFresh eligible and the CalFresh Household retains Categorical Eligibility in such situations.

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#### **PENALTY COMPUTATION**

Below is an example on how the penalty applies in the CalWORKs grant computation:

A mother with three children is aided but later fails to submit verification of immunization and is not found to have good cause. The mother has total earned income of \$525 per month and no disability-based unearned income. The AU is nonexempt.

Eligibility/Grant Computation:

\$525 Gross Earned Income  
-\$225 Income Disregard  
\$300 Nonexempt Earnings  
-150 50% Earned Income Disregard  
\$150 Total Net Nonexempt Income

\$704 MAP for three (excluding the parent)  
-150 Total Net Nonexempt Income  
\$554 Potential Grant

\$704 MAP for three (excluding the parent)  
\$554 Aid Payment (Lower of MAP for AU [excluding parent] or Potential Grant).

The penalized parents or caretaker relatives are still part of the AU; however, their needs are not included in the CalWORKs grant computation

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**ADDING PARENT'S NEEDS BACK**

If the immunization verification is provided after a penalty has been imposed, the needs of the parent(s)/caretaker relative are added back effective the first of the month following the month in which verification is received or the good cause is granted per request (verbally or via the CW 2209).

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**NOTICES OF ACTION**

NOA M40-105B (Immunizations – CW Change/Increase)  
NOA M40-105C (Immunizations – CW Change/Decrease)

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**REFERENCES**

ACLs 97-70, 98-35, 05-19, 13-51, 14-98  
ACINs 1-19-99  
EAS Manual 40-105.4

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**ATTACHMENTS**

[CW 101 \(6/11\) CalWORKs Immunization Rules](#)  
[TEMP CW 101A \(1/99\) Immunizations Currently Recommended for Children Under the Age of Six](#)  
[CW 2209 Immunization Good Cause Request Form](#)  
[Yellow Immunization Record](#)  
[PM 160- CHDP Assessment](#)  
[Vaccine Acronyms & Abbreviations](#)  
[Worker Tool 13 - Immunization Schedule Template](#)  
[Immunization Verification Resource Guide](#)