

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

Program/Area: CalWORKs/RCA/Foster Care

Title: Warrant Replacement

Number: 100-G4

Status: *Signature on File*

Effective Date: 7/24/00

Revision Date: 11/22/16

PURPOSE

The purpose of this policy is to provide guidelines for issuing replacements for warrants that have been lost, stolen or destroyed.

BACKGROUND

Government Code Section 29853.5 requires counties to issue replacement warrants within five working days after a recipient has signed a proper affidavit requesting replacement and attesting that the warrant has been lost, stolen or destroyed.

The warrant shall be replaced irrespective of any investigation a county might choose to do during that period or if the county determines that the warrant was not lost, stolen or destroyed.

WARRANTS AFFECTED

Warrants affected include, but are not limited to, payments for:

- CalWORKs
- Cal Learn Bonus
- Kin-GAP
- Adoption Assistance Program
- Wraparound
- Transitional Housing Placement Programs
- Approved Relative Caretaker
- Foster Care
- Special Circumstances
- Refugee Cash Assistance (RCA).

Note: For replacement of supportive services warrants, refer to Policy 318 Replacement of CalWORKs Supportive Services Warrants (System Generated Checks).

FIVE-WORKING-DAY PERIOD

The 5-working-day count begins the day after the date the affidavit is signed by the recipient.

Example:

The affidavit is signed by the recipient on 6/15/2015. The 5-working-day

period is from 6/16/2015 through 6/22/2015, because 6/20/15 and 6/21/15 fall on a weekend and are not considered working days. Authorizing action must be taken to issue the replacement/duplicate check no later than 6/22/2015.

June 2015						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	6/15	6/16	6/17	6/18	6/19	6/20
6/21	6/22					

The Intake Employment and Eligibility Specialist/Continuing Employment and Eligibility Specialist/CalWORKs Eligibility Technician (IEES/CEES/CWET) must take action to issue a replacement/duplicate warrant by the 5th working day regardless of the outcome of the DA-PAD investigation.

Exception: A replacement warrant is not issued if the recipient withdraws his/her request for a replacement check as a result of the investigation.

CASE ACTION NEEDED

If a recipient reports a lost, stolen or destroyed warrant, an Affidavit To Obtain Duplicate of Lost/Stolen/Destroyed Warrant (CSF 1) is to be manually generated in CalWIN, completed and signed by the recipient, and provided to Accounting staff located in the regional offices.

Accounting will determine whether the warrant has been cashed and inform the IEES/CEES/CWET.

If the warrant has been cashed:

- The IEES/CEES/CWET will interview the recipient to determine whether to initiate a referral to the District Attorney-Public Assistance Division (DA-PAD) for investigation. Refer to Policy 100-H4 CalWORKs Fraud Referrals for more information.
- The IEES/CEES/CWET will determine, after discussion with the recipient, whether an EBT issuance will meet the needs of the recipient instead of issuing a replacement/duplicate warrant.
- When inconsistencies regarding the lost, stolen or destroyed warrant are identified, the IEES/CEES/CWET will complete a F063-30-74A Regional Fraud Investigation Referral to DA-PAD. Refer to Policy 100-H4 CalWORKs Fraud Referrals.
- The IEES/CEES/CWET shall request a replacement/duplicate warrant or EBT issuance by completing a Non-System Determined Issuance (NSDI) form and providing it to Accounting for processing on the day that the affidavit was completed by the recipient.

Note: Processing the NSDI will create an overpayment, unless

circumstances change and the NSDI is no longer considered duplicate aid. Refer to [Policy 100-B15 Overpayments and Underpayments](#).

- **If the warrant has not been cashed:**
- The IEES/CEES/CWET will inform the recipient that if the warrant described in the affidavit is received, they must return it to the County via Accounting.
- The IEES/CEES/CWET will determine, after discussion with the recipient, whether an EBT issuance will meet the needs of the recipient instead of issuing a replacement/duplicate warrant.
- On the day the affidavit was completed by the recipient, the IEES/CEES/CWET shall request a benefit cancellation by sending an email to Accounting with the CalWIN Detail Issuance page attached and will request a replacement/duplicate warrant or EBT issuance by completing a Non-System Determined Issuance (NSDI) form.

Note: For emergent situations requiring a check to be issued out of the office, the IEES/CEES/CWET will complete a Check Request Form D requiring the signature of a second line supervisor and submit the request to Accounting.

**OVERPAYMENT/
POTENTIAL
INTENTIONAL PROGRAM
VIOLATION (IPV)**

If the original warrant and the replacement warrant are both cashed and it is suspected that the recipient cashed both warrants, a Criminal Prosecution fraud referral is to be initiated for a potential Intentional Program Violation (IPV). Process the overpayment and begin recoupment, if appropriate.

Refer to [Policy 100-H4 CalWORKs Fraud Referrals](#) and [Policy 100-H1 IPV for more information](#).

REFERENCES

ACL 00-24
CFL 99/00-58
Government Code Section 29853.5
Quilla, Beverly v. Anderson (76 Cal. App. 4th 480)
CalWORKs Policy 100-B15 Overpayments and Underpayments
Policy 100-H1 IPV
Policy 100-H4 CalWORKs Fraud Referrals
Policy 318 Replacement of CalWORKs Supportive Services Warrants (System Generated Checks)

ATTACHMENT

1. Check Request Form D
2. Non-System Determined Issuance (NSDI)