SCDSS CalWORKs EARLY ENGAGEMENT AND ELIGIBILITY BUREAU ASSIGNMENT MATRIX JANUARY 2023

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|  | VACANT, BUREAU CHIEF | | |
|  | OCTAVIO GALVAN, SECTION CHIEF | | |
|  | FINANCIAL ELIGIBILITY | | |
|  | Policy Unit #1: Alice Ayala, SSM I | | |
| Anisha Romo | Vacant | Vacant | Vacant |
| Contra Costa • Inyo • Modoc • Tuolumne | Plumas • San Bernardino • San Luis Obispo • Stanislaus | Marin • Napa • Ventura • Yolo | Lassen • Mendocino • Mono • San Joaquin |
| Income  Treatment of Excluded Person Income  In-Kind Income  Voluntary Contributions  UIBs  SSI | Income  Budgeting  Financial Eligibility Tests / IRT  Cost of Living Adjustments  Exempt / Non-Exempt MAP  Guaranteed Basic Income / UBI | Property / Resources  Vehicles  CalABLE | Time-on-Aid  Time Limit Exceptions / Exemptions  Records Retention |
|  | RECIPIENT ELIGIBILITY | | |
|  | Policy Unit #2: Rose O’Connor, SSM I | | |
| Unassigned | Vacant | Freba Timory | N/A |
| Alameda • Shasta • Solano •  Trinity | Colusa • Kern • San Diego • Tehama | Lake • Riverside • Santa Cruz • Sonoma |  |
| Redeterminations  Semi-Annual Reporting (SAR)  Annual Reporting Child Only  (AR/CO)  Mid-Period Changes | Special Needs  Pregnant Person Program /  Disability  ICT / Intra-Program Transfers  Annual Urban Institute Welfare  Rules  Case File Reviews (CFR) | Overpayments  Underpayments  Quality Control |  |
|  | HOUSEHOLD COMPOSITION | | |
|  | Policy Unit #3: Octavio Galvan, SSM I | | |
| Maria Boland | Terra Red | Angela Scott | Michele Cotsirilos |
| Monterey • Siskiyou • Tulare | Calaveras • Placer • San Francisco • Sierra | Butte • Mariposa • Sacramento • Yuba | Kings • Madera • Santa Clara •  Sutter |
| Filing Unit / Assistance Unit  Caretaker Relative  Fleeing Felons / Excluded  Persons  Minor Parents  Responsible Relative | Family Reunification  Continued / Temporary Absences Residence  Disaster  Child Welfare Services / ARC | Age  Immunization  School Attendance  Sanction and Penalties  PRA / PI and Single Audit  Coordinator  Annual 50 State MAP Survey | Citizenship  Sponsored Noncitizens Child Support  Child Support in Lieu of  CalWORKs |
|  | EARLY ENGAGEMENT & SPECIAL PROJECTS | | |
|  | Policy Unit #4: Shawn Dorris, SSM I | | |
| Beverly Jones | Cindy Duong | Crystal Grant | Julia Perez |
| Alpine • El Dorado • San Benito • Santa Barbara | Del Norte • Fresno • Nevada • Orange | Amador • Glenn • Imperial •  San Mateo | Humboldt • Los Angeles • Merced |
| Applications  Interview Requirements  Beginning Date of Aid  County Advisory Team (CAT) | Applications  Immediate Need  Home Visit NVRA | Applicant and Recipient  Notices  Confidentiality  Identity / Photo ID  Aid Codes | Diversion  Deprivation / Unemployment  Reapplications & Restorations  Aid / Initial / Voucher / Vendor / Protective Payments |
|  | Vacant, SSM I Specialist | | |
|  | State Verification Hub • Case File Reviews • Legislative Analysis | | |

# EARLY ENGAGEMENT & ELIGIBILITY BUREAU STAFF ASSIGNMENTS/

OTHER RESPONSIBILITIES AUGUST 2022

The phone numbers listed below are at CDSS headquarters, most staff are teleworking.

The best form of contact is by email.

# POLICY UNIT 1 – FINANCIAL ELIGIBILITY – Alice Ayala

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| ANALYST | REGULATORY AREA | OTHER RESPONSIBILITIES | | COUNTIES  (PMC / CFR) |
| Anisha Romo    anisha.romo@dss.ca.gov | * Income (44-101 to 44-133) * Potentially Available Income (82-610) * Treatment of Income of Excluded   Persons – Non-Needy Relatives  (44-133.5 and 44-133.6)   * Unemployment Insurance Benefits (82-612 to 82-614) | * Voluntary Contributions * SSI * In-kind Income * Annual SSA COLA ACL * CalFresh Regulation   Update Liaison   * County Regulation   Review Team  Coordinator   * FAST | | Contra Costa  (‘24)  Inyo (’23)  Modoc (’23)  Tuolumne (‘27) |
| Vacant    xxx.xxxx@dss.ca.gov | * Income (44-101 to 44-133) * Budgeting (44-313) * Financial Eligibility Test (44-207) * Grant Structure, MBSAC/MAP   (44-212, 44-315)   * Cost of Living Adjustments (44-311) * Exempt / Non-Exempt MAP (89-110) | * Universal Basic   Income/ GIPP   * Annual MBSAC / COLA ACL * Annual IRT ACL | | Plumas (’23)  San  Bernardino  (’25)  San Luis  Obispo (’25)  Stanislaus  (’23) |
| Vacant    xxx.xxxx@dss.ca.gov | * Property Definitions (42-200) * Transfer of Property (42-221) * Restricted Accounts/Individual Development Accounts (42-213) * Increase Property Limits for   Recipients (89-115 to 89-125) | * Annual Resource Limit ACL * Annual Vehicle Value Limit ACL  CalABLE | | Marin (‘26)  Napa (’27)  Ventura (’24)  Yolo (’24) |
| Vacant | * 48-Month Time Limit (42-301 and   42-302)     * Time-on-Aid Informing   (40-107(a)(4))   * Safety Net (44-133.8) * Timed Out Adults (82-833) |  Records Retention | | Lassen (’22)  Mendocino (‘25)  Mono (’23)  San Joaquin  (’23) |
| Alice Ayala    alice.ayala@dss.ca.gov | Other Responsibilities | | | |
| * CalFresh Liaison * Regulation Review Team Sponsor * CA NEW PATHS Conference Facilitator * CalSAWS Time Limit Committee | | * WDTIP Quarterly Meeting * WDTIP Replacement Workgroup * CDSS Racial Equity Workgroup | |

# POLICY UNIT 2 – RECIPIENT ELIGIBILITY – ROSE O’CONNOR

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| ANALYST | REGULATORY AREA | OTHER RESPONSIBILITIES | | COUNTIES  (PMC / CFR) |
| Unassigned    xxx.xxxx@dss.ca.gov | * Principles and Methods of Determining/Redetermining   Eligibility and Continuing Activities  (40-157 to 40-159, 40-181)   * Mid-Period Changes (44-316 to 44-318) | * Semi-Annual Reporting * Annual Reporting/Child-   Only   * SAR 7 Workgroup * SHD Quarterly Meeting   Facilitator | | Alameda (‘26)  Shasta (’24)  Solano (’24)  Trinity (’23) |
| Vacant | * Special Needs\* (44-211) * Program for Pregnant Persons (82- 836) * ICT/Intra-program Transfers   (40-183 to 40-197)  \* Special needs do not include Homeless Assistance (HA) programs. HA support is provided by the Housing and Homelessness  Division (housing@dss.ca.gov) | * Case File Review   (CFR) Lead   * Historical ACL/ACIN   Document   * Disability SME * Annual Urban Institute   Welfare Rules  Coordinator | | Colusa (’23)  Kern (’23)  San Diego (’25)  Tehama (’26) |
| Freba Timory    freba.timory@dss.ca.gov | * Overpayments (44-350 to 44-355) * Underpayments (44-340) * Quality Control (40-201 to 40-209) | * Work Number * CA 812 * IEVS | | Lake (’26)  Riverside (’25)  Santa Cruz (’25)  Sonoma (’24) |
| Rose O’Connor  654-2387  roseflor.oconnor@dss.ca.gov | Other Responsibilities | | | |
| * DSIB / Program Integrity Liaison * Housing and Homelessness Liaison * Asilomar Conference Coordinator * State Hearings Division Quarterly Meeting | | * SAR 7 Workgroup * R-IEVS Quarterly Meeting Representative * CalSAWS ICT Committee | |

# POLICY UNIT 3 – HOUSEHOLD COMPOSITION – OCTAVIO GALVAN

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| ANALYST |  | REGULATORY AREA | OTHER RESPONSIBILITIES | | COUNTIES  (PMC / CFR) |
| Maria Boland    maria.boland@dss.ca.gov |              | AU Composition / Filing Unit /  Assistance Unit (40-118) (82-820 to  82-832)  Caretaker Relative (82-804 to  82-808)  Responsible Relative (43-100 to  43-117)  Excluded Persons (44-200 to  44-206)  Fleeing Felons (40-034)  Identification of Persons for the  Claiming of Financial Participation  (44-209)  Minor Parent Requirement (89-201) and (82-808.6) | * Two-Parent AUs * Child Only, including K1/3F Cases | | Monterey (’24)  Siskiyou (’26)  Tulare (’23) |
| Terra Red    terra.red@dss.ca.gov |      | Residence (42-400 to 42-424)  Continued Absence (41-450)  Temporary Absence (82-812) | * Family Reunification (Bureau Liaison and   Cash Aid Eligibility  Proposals)   * Child Welfare Services   Liaison   * Approved Relative   Caregiver (ARC)  Program   * Disaster ACWDLs | | Calaveras (’27)  Placer (’25)  San Francisco  (’24)  Sierra (’23) |
| Angela Scott    angela.scott@dss.ca.gov |      | Age (42-100 to 42-111)  Immunization (40-105.4)  School Attendance (40-105.5) | * Sanction and Penalties * PRA Coordinator * Annual 50-State MAP Survey * P.I. and Single Audit Coordinator | | Butte (’24)  Mariposa (’27)  Sacramento  (’25)  Yuba (’25) |
| Michele Cotsirilos    michele.cotsirilos@dss.ca.gov |      | Citizenship (42-430 to 42-435)  Sponsored Noncitizens (43-119)  Child Support (82-500) | * Child Support in Lieu of CalWORKs (SB 380) * DCSS Quarterly   Meeting Facilitator | | Kings (’24)  Madera (’24) Santa Clara  (’24)  Sutter (’25) |
| Octavio Galvan    octavio.galvan@dss.ca.gov |  | Other Responsibilities | | | |
|       | DCSS Liaison  DCSS Quarterly Meetings  Immigration/ RPB Liaison  Alternate Floor Warden | | * CalSAWS Foster Care/ARC Committee   Alternative   * Contracts (Back-up) | |

# POLICY UNIT 4 – EARLY ENGAGEMENT & SPECIAL PROJECTS – SHAWN DORRIS

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| ANALYST |  | REGULATORY AREA | OTHER RESPONSIBILITIES | | COUNTIES  (PMC / CFR) |
| Beverly Jones    beverly.jones@dss.ca.gov |      | Reception and Applications (40-100 to 40-117, 40-171, 40-128) Interview Requirements (40-131)  Beginning Date of Aid (44-317) | * CAT Coordinator * LAS Coordinator * ACL-ACIN listing * Contracts (primary) | | Alpine (’23)  El Dorado (’26)  San Benito (’27)  Santa Barbara  (’24) |
| Cindy Duong    cindy.duong@dss.ca.gov |          | How and where Application is  Made, New Applications, Persons  Added to the AU, The Statement of  Facts (40-119)  Completing the Application, Date of  Application, The Application Form  (40-121)  Processing Applications (40-126)  Immediate Need (40-129)  Home Visit (40-161) | * SAWS 2 Plus Revision * NVRA Coordinator * Bureau Accessibility   Representative (BAR) | | Del Norte (’26)  Fresno (’25)  Nevada (’26)  Orange (’23) |
| Crystal Grant    crystal.grant@dss.ca.gov |        | Adequate and Timely Notice  (22-071 to 22-072)  Notifying Applicants and Recipients  (40-173)  Confidentiality (19-000)  Photo ID Requirement (40-105.3) | * AB 959/SOGI * NOA/Forms   Coordinator   * PI Binder * MEDS Modernization | | Amador (’22)  Glenn (’27)  Imperial (’24)  San Mateo (’25) |
| Julia Perez    julia.perez@dss.ca.gov |              | Deprivation and Unemployment  (41-400 to 41-441)  Reapplication, Restoration and  County of Responsibility (40-125)  Initial Payments (44-319 to 44-327)  Aid Payments (Schedules, Payee,  Delivery 44-300 to 44-305)  Voucher/Vendor Payments (44-307)  Protective Payments (44-309 to  44-310)  Diversion (81-215) |  Aid Codes | | Humboldt (’25)  Los Angeles  (’25)  Merced (‘24) |
| Shawn Dorris  823-2728 (cell)  shawn.dorris@dss.ca.gov |  | Other Responsibilities | | | |
|            | CAT/CPC Monthly Meeting  DHCS Liaison  CRPC Bureau Liaison  NOA/Forms Manager  SAWS 2 Plus  NA Back 9 Coordinator/Liaison | | * Horizontal Integration * Contracts (Primary) * BenefitsCal UAT Lead * CalSAWS Committees (Policy,   Correspondence)  FMU Liaison | |

# SSM I SPECIALIST – PROJECT MANAGEMENT

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| Vacant    xxx.xxxx@dss.ca.gov |  | Responsibilities | |
|    | State Verification Hub Project Liaison  (Octavio Galvan, Acting)  Case File Review Program Manager  (Octavio Galvan, Acting) | * Legislative Analysis Project Manager   (Alice Ayala, Acting)   * Single Audit Reference Manager (Octavio Galvan, Acting) |

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| ADMINISTRATION SUPPORT | RESPONSIBILITIES |
| Marcia Barnard-Borelli    marcia.barnard-borelli@dss.ca.gov | * Timekeeping * Meeting Coordinator (SSM IIIs and above) * Travel Coordinator (SSM IIIs and above) * Attendance Coordinator * Office Supply Ordering * Personnel/PS 222/Hiring Packages * Administrative Reports * Engagement and Early Engagement & Eligibility Bureau Chief/Bureau Support |
| My Ngo    my.ngo@dss.ca.gov | * Meeting Coordinator (SSM IIIs and above) * Travel Coordinator (SSM IIIs and above) * Attendance Coordinator * Personnel/PS 222/Hiring Packages * Administrative Reports * Branch/Policy Innovation & Evaluation Bureau Chief/Bureau Support  Special Project support for Kristina |