



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

September 28, 2018

ALL COUNTY INFORMATION NOTICE NO. I-62-18

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CONSORTIA PROJECT MANAGERS  
ALL COUNTY CALWORKS PROGRAM SPECIALISTS  
ALL COUNTY WELFARE-TO-WORK COORDINATORS  
ALL COUNTY CALFRESH COORDINATORS  
ALL COUNTY REFUGEE COORDINATORS  
ALL COUNTY EXPANDED SUBSIDIZED EMPLOYMENT  
COORDINATORS

SUBJECT: ACCESS TO CALIFORNIA WORK OPPORTUNITY AND  
RESPONSIBILITY TO KIDS (CALWORKS), CALFRESH AND  
GENERAL ASSISTANCE/GENERAL RELIEF (GA/GR)  
RECIPIENT EMPLOYMENT DEVELOPMENT DEPARTMENT  
(EDD) BASE WAGE DATA

REFERENCE: [ASSEMBLY BILL \(AB\) 74](#) (CHAPTER 47, STATUTES OF 2013);  
ALL COUNTY INFORMATION NOTICE [\(ACIN\) NO. I-24-18](#); THE  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS)  
MANUAL OF POLICIES AND PROCEDURES [\(MPP\) DIVISION 19](#);  
DEPARTMENT OF HEALTH CARE SERVICES (DHCS) ALL  
COUNTY WELFARE DIRECTORS LETTER [\(ACWDL\) NO. 14-02](#).

The purpose of this ACIN is to provide information to County Welfare Departments (CWDs) regarding the EDD Base Wage Data File Match agreement requirements, data file transfer processes, and allowable use of recipient matched data. Base wage data will provide participating counties with a more robust ability to measure and understand labor market participation of its employment services recipients (CalWORKs, CalFresh and General Assistance/General Relief recipients), and allow greater capacity to conduct meaningful evaluations of the long-term effects of employment services provided to recipients.

## **EXISTING CDSS AND EDD AGREEMENT**

The CDSS has a formal agreement with the EDD to obtain abstract base wage data. Unemployment insurance (UI) benefit payment history is also available upon special request. This data is matched against individuals who are identified as current and/or former public assistance program recipients in CalWORKs, CalFresh or General Assistance/General Relief (GA/GR). When these data are matched, the CDSS then has the ability to produce aggregate or summary level frequency distributions; tables and complex statistical analyses for internal research; develop budgets; monitor program performance, conduct program evaluations and facilitate continuous quality improvement in service delivery; and to carry out special, mandated, or other evaluation and outcomes projects.

## **COUNTY MEMORANDUM OF UNDERSTANDING (MOU) AGREEMENT PROCESS**

A MOU agreement is required between the CDSS and each county that chooses to opt-in to match public assistance recipient data to the EDD's base wage data. There is no penalty to opt-out nor a fee or cost to participate. By executing a MOU with the CDSS, the CWD may also use the base wage data for county specific evaluations and outcomes. Any reports or publications generated using the base wage data must be approved by the CDSS 90 days before publication. The CDSS will facilitate approval by the EDD. All data must be reported in aggregate to protect client privacy, and under no circumstance should individual client data be released or used to contact an individual person(s).

Before participation in the base wage data file match can begin, counties must have a signed MOU in place with the CDSS. The MOU includes the CDSS's formal agreement with the EDD, the EDD's Confidentiality and Indemnity Agreements and the EDD's Statement of Responsibility Information Security Certification document. Compliance with Division 19, Confidentiality of Information, of the CDSS MPP is required as well. Any CWD that would like to utilize these services and enter into a MOU with the CDSS must accept all terms and conditions set forth in the entire Agreement. When a CWD expresses an interest in participating, all contractual documents containing the terms and conditions, with which the CWD must adhere, will be provided.

Agreement execution timelines vary, and each county's agreement start date is upon approval of the agreement by the CDSS. The CWDs will be bound by the terms of the MOU through the termination date of the current contract between the EDD and the CDSS, which is June 30, 2022, unless the CWD submits written notification to the CDSS terminating the MOU before that date.

## **USER ACCESS, SUBMITTAL TIMELINE AND FILE FORMAT**

The following processes will allow the CDSS and the EDD to match county-level public assistance recipient data to State-level base wage data. The EDD will perform a search

match of current and/or former public assistance program recipient identifiers (date of birth [DOB] and social security number [SSN]) provided through the CDSS. On positive matches, the EDD will provide the CDSS base wage data files containing current and archive wage abstracts, and current and archive UI payment histories upon special request.

### **User Access**

Each CWD is allowed to have **two users only** for the base wage data file match process. Before client data can be provided by counties for the base wage data file match, access to the CDSS Secure Automated File Exchange (SAFE; formerly the Secure File Transfer [SFT] Portal) must be granted by the CDSS. To obtain access, the CDSS System and Application Access Form ([GEN 1321](#)) must be completed and approved for each user. Sections 1, 2, 8, and 11 of the GEN 1321 form must be filled in correctly for timely access. The user completes Section 1 by checking the “New Access” box only. Complete all of section 2 including information for the middle initial; if the user does not have a middle initial, enter “NMN” (no middle name) instead. Also, include the full name of the CWD in the “Company” line of Section 2. The user’s supervisor completes Section 8 by checking box 1, printing and signing their name, and entering the date signed. The user completes the GEN 1321 by printing their name, signing, and entering the date in section 11. Both SAFE site users must also sign the EDD’s confidentiality agreement, and then email a scanned copy of the completed forms to their CalWORKs Employment Bureau [county contact](#). All email regarding the EDD base wage data must have “Base Wage Data File Match” in the subject line.

After receipt of the GEN 1321 and the EDD confidentiality agreement, the CDSS will process the application for SAFE access and, when approved, the user will be notified via email that the account is ready for use. The notification email will contain the user ID, and a phone call will be set up to provide the user a temporary password. Users will be prompted to change the temporary password at first login. When staff no longer need access to SAFE, CWDs are to use the GEN 1321 form to terminate access as soon as possible.

### **Submittal Timelines**

Data match frequency is semiannual: typically, in April and in October. A reminder email will be sent to the approved SAFE site users approximately three weeks prior to recipient-to-base-wage-data-match file processing begins. The CWDs will upload their recipient data file to the SAFE site, the CDSS will aggregate with other participating counties’ data and send to the EDD. The EDD will then send the base wage data file match back to the CDSS where the data will once again be separated out by county. The CWD’s matched base wage data file will be available for download from the SAFE site approximately three weeks later.

**NOTE: If a file upload date is missed by the county, no information will be provided for that base wage data file match occurrence, and the CWD will need to wait until the next base wage data file match is performed again in six months.**

However, each semiannual base wage data file match provides quarterly wage earnings for the previous six (6) quarters for all public assistance recipients in the respective county, 16 years or older, who received at least one month of public assistance in that county.

### File Format

To utilize the base wage data file match, counties must upload the required information via the SAFE portal by following the SAFE protocol provided once user access is approved. The upload procedure is similar to the ESE Program data file upload process. Counties must use their county code within file names so that the data file source is easily identifiable.

File names must adhere to the following nomenclature:

bwccmmyy, i.e. BW341018

bw = base wage

cc = two-digit county code

mmyy = month (04 or 10 depending on which semiannual upload period is relevant) and year

### TWO-DIGIT COUNTY CODES

01	Alameda
02	Alpine
03	Amador
04	Butte
05	Calaveras
06	Colusa
07	Contra Costa
08	Del Norte
09	El Dorado
10	Fresno
11	Glenn
12	Humboldt
13	Imperial
14	Inyo
15	Kern
16	Kings
17	Lake
18	Lassen
19	Los Angeles
20	Madera

21	Marin
22	Mariposa
23	Mendocino
24	Merced
25	Modoc
26	Mono
27	Monterey
28	Napa
29	Nevada
30	Orange
31	Placer
32	Plumas
33	Riverside
34	Sacramento
35	San Benito
36	San Bernardino
37	San Diego
38	San Francisco
39	San Joaquin
40	San Luis Obispo

41	San Mateo
42	Santa Barbara
43	Santa Clara
44	Santa Cruz
45	Shasta
46	Sierra
47	Siskiyou
48	Solano
49	Sonoma
50	Stanislaus
51	Sutter
52	Tehama
53	Trinity
54	Tulare
55	Tuolumne
56	Ventura
57	Yolo
58	Yuba

The preferred format for data within the upload file is comma separated value (.csv), and should have no headers, or leading or trailing spaces. Leading zeros are acceptable if they are part of a SSN or DOB that begins with a zero. Data cells should be formatted to "text" so as to preserve leading zeroes.

There are only two data elements – DOB and SSN. The DOB is formatted as monthdayyear without spaces or slashes and the SSN is formatted without spaces or dashes.

Example: 01312010,033557777

It is critical that all formatting requirements be strictly adhered to for the CDSS to be able to match public assistance recipient-level data to base wage client-level data. Sometimes when saving the report, fields may change to a default format. It is recommended that CWDs turn off automatic formatting (specifically in Excel) when building and saving their report or thoroughly check report entries to ensure that they are in the required format before uploading.

Data in the uploaded county file is evaluated on a record-by-record basis. If there is an error with an individual record, that record will be rejected, but processing of the file will continue. No revised files will be accepted. **CWDs must NOT send base wage file data via email for privacy and security reasons.** CWDs are to upload data files using an internet browser at the SAFE Portal location provided.

## **PROGRAM CONTACTS**

The MOU is processed through the CalWORKs Employment Bureau for all programs (CalWORKs, CalFresh, or General Assistance/General Relief). To begin the MOU agreement process with the CDSS contact your county's [assigned Employment Bureau County Consultant](#).

For questions regarding this ACIN, call the CDSS CalWORKs Employment Bureau main phone number at 916-654-2137 or contact your CalWORKs county consultant directly.

Sincerely,

***Original Document Signed By:***

KIM JOHNSON  
Deputy Director  
Family Engagement and Empowerment Division