

LINKAGES CASE

CFS Referral or Case Number: _____ CalWORKs Case Number: _____

ER Worker: _____ PCN: _____ Telephone: _____

Parent's/Guardian Names: _____ Child/Children's Names: _____

1. _____ 1. _____ 4. _____
2. _____ 2. _____ 5. _____
3. _____ 3. _____ 6. _____

Section I. Initial Clearance

CalWORKs Worker Name: _____ PCN: _____ Telephone: _____

Welfare to Work Worker: _____ PCN: _____ Telephone: _____

Date CalWORKs Worker Contacted: _____
Method: Voicemail Email Fax Spoke in Person

Date WFS Worker Contacted: _____
Method: Voicemail Email Fax Spoke in Person

Clearance Done By: _____ PCN: _____ Date: _____

Section II.

CFS Case Component: IFS/VFR FM FR

CFS Worker: _____ PCN: _____ Telephone: _____

AIS/FS Worker: _____ PCN: _____ Telephone: _____

Eligibility Worker: _____ PCN: _____ Telephone: _____

Release on File (WTWCC 10B) YES NO
Welfare to Work Requirement YES NO

Date AIS Worker Contacted: _____
Method: Voicemail Email Fax Spoke in Person

Date EW Contacted: _____
Method: Voicemail Email Fax Spoke in Person

INSTRUCTIONS FOR COMPLETION

1. Clerical staff completes the clearance process.
2. If an active CalWORKs case is discovered during the clearance process, complete Section I.
3. Attach the flag (LINK 1) to the referral paperwork and forward to the assigned worker, keeping the flag on top. If there is a "Confidential Case" flag, place the XOVER 1 under the "Confidential Case" flag.
4. If the referral is escalated to a case, Clerical staff shall complete Section II.