

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

Redetermination of CalWORKs Eligibility

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40-100.G

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Revision Date:

July 1, 2022

Background:

State regulations require that the County conduct an annual redetermination of CalWORKs eligibility to ensure payments are issued only to eligible customers and in the correct amount, in addition to assisting customers to:

- Meet their financial and service needs as fully as possible
- Make maximum use of their resources and capabilities

A redetermination is considered complete if the customer has completed the redetermination interview process by telephone, or face-to-face, signed the Application for CalFresh, Cash Aid, and/or Medi-Cal/Health Care Programs, and complied with all conditions of eligibility. Aid will not continue beyond the redetermination month if a redetermination is incomplete. Verifications needed to complete the redetermination process must be received by the end of the redetermination month, regardless of when the interview is completed.

Purpose:

The purpose of this revision is to include the change to the notification requirement during the CalWORKs redetermination process per recently updated state regulations. This material has been renumbered from CalWORKs Program Guide (CPG) section 40-100.M to CPG section 40-100.G. CPG section 40-100.M becomes obsolete with the issuance of this material.

Policy:

Annual Redetermination

CalWORKs customers must complete the SAWS 2 Plus *Application for CalFresh, Cash Aid, and/or Medi-Cal/Health Care Programs* and SAWS 2A *SAR Rights, Responsibilities and Other Important Information* at:

- Initial application (Intake)
- Redetermination

If the customer submits a completed SAWS 2 Plus during the month following a discontinuance for no redetermination, an evaluation for good cause for failure to complete the redetermination timely must be completed. If the customer is found to not have good cause, the SAWS 2 Plus may be used to initiate a new application from the date the SAWS 2 Plus is completed and submitted, or date received.

Redeterminations for Two-Parents/Stepparents/Caretaker Relatives

For cases with two-parents, stepparents, or Caretaker Relatives, both adults are equally accountable for accurate reporting and repayment of overpayments. Thus, both adults must complete a redetermination interview and sign the SAWS 2 Plus.

The first adult must be allowed to attend the redetermination appointment even if the second adult is not present. If only one adult attends the initial redetermination interview, the second adult must be scheduled for a separate redetermination interview.

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Six-Month Redetermination Period for Family Reunification (FR) Cases

In FR cases, parents are subject to a CalWORKs eligibility redetermination at six-month intervals, in coordination with the Juvenile Court's review of the reunification plan.

Income Verification Requirement

The Assistance Unit's (AU) recent income must be considered at redetermination to best reflect their anticipated income for the upcoming payment period. The AU is to provide information and verification of:

- Income received during the 30 days prior to the submission of their annual application for redetermination form (SAWS 2 Plus) **or**
- Income received within the last 30 days from the date listed on the Request for Verification form (CW 2200) when request of income is made.

Refer to CPG 44-270.F for more information regarding income eligibility and budgeting.

Noticing Requirements

A Notice of Action (NOA) must be issued to the customer to inform them of any changes in their CalWORKs eligibility and aid amount, or to inform them if there are no changes in their CalWORKs eligibility and the aid amount remains the same.

A discontinuance NOA must be issued to the customer if a redetermination is not completed by the 15th of the redetermination month. The notice will inform the customer that their redetermination must be completed no later than the last day of the month in which it is due, to avoid discontinuance. If a customer completes the redetermination by close of business on the last day of the month in which the redetermination is due, the discontinuance will be rescinded. However, 10-day notice is still required for any reduction in CalWORKs benefits.

Personal Contact Requirement

In addition to the NOA, customers are to be contacted via telephone, or if consent has been provided, through text message or other electronic means, to remind the AU that a redetermination is due and to attempt to collect the necessary information to complete it. The contact made to the customer must be documented in the case narrative.

Procedure:

Processing Guide 40-100.G1 – Redetermination Procedures

References:

- All County Letters (ACLs) No. 12-25, 13-96, 13-99, 21-24, 21-104
- Eligibility and Assistance Standards Manual (EAS) 40-181
- CalWORKs Client Correspondence Memo No. 13-04
- CPG 44-270.F Income Eligibility and Budgeting

Sunset Date:

This policy will be reviewed for continuance by July 31, 2025.

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Approval for Release:

Handwritten signature in blue ink, followed by the date 7-25-22.

Rick Wanne, Director
Self-Sufficiency Services