

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

**Restoration of Aid**

**Number**

**40-125.A**

**Page**

**1 of 5**

**Revision Date:**

February 18, 2020

**Background:**

Assembly Bill (AB) 959 requires CalWORKs benefits to be restored when a complete Semi-Annual Eligibility Status Report (SAR 7) is provided in the month after a SAR 7 related discontinuance.

**Purpose:**

This section is being revised to combine the restoration sections and remove policies that were addressed in other sections.

**Policy:**

CalWORKs benefits may be restored on a prorated basis, when a complete SAR 7 is received after the extended filing date and good cause does not exist.

**40-125.A.1 Definitions**

**Restoration Application**

A restoration application refers to when an individual reapplies for aid in the same county within 12 months following a CalWORKs discontinuance. Applicant rules are used to reestablish CalWORKs eligibility.

Completion of a new application and Statement of Facts are usually required. Applicant rules are used to reestablish CalWORKs eligibility.

**Requests for Restoration of Aid**

A restoration of aid may refer to a request for reevaluation of continuing CalWORKs eligibility when the assistance unit (AU) has received notification of an upcoming discontinuance. Restoration of aid may also refer to the reevaluation of CalWORKs eligibility when a penalty or sanction has been imposed and the AU later complies with CalWORKs program or Employment Services participation requirements.

Discontinuances of excess property and/or excess income may require an evaluation for restoration of aid:

- If the AU provides verification and is within the resource and income limits prior to the discontinuance date, the discontinuance must be rescinded, and CalWORKs reinstated without a break in aid.
- If the AU provides verification and is within the resource and income limits after CalWORKs has discontinued, the AU is required to reapply for benefits.

**Restoration after a SAR 7 Discontinuance**

When benefits have discontinued for failure to submit a complete SAR 7, aid may be restored if a complete SAR 7 is received during the month following the discontinuance and good cause does not exist.

The restored benefits will be prorated based on the date the complete SAR 7 was received without requiring a new application or interview. The SAR Cycle and redetermination date will remain unchanged and recipient budgeting rules will apply.

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

<b>Restoration of Aid</b>	<b>Number</b>	<b>Page</b>
	<b>40-125.A</b>	2 of 5

CalWORKs recipient rules will be used for restoration of aid following a discontinuance for failure to provide a complete SAR 7. Continuing eligibility must first be established before benefits are restored. Restoration of aid will not be processed if information provided on the complete SAR 7 results in ineligibility to CalWORKs. The AU may submit a new application, instead of a complete SAR 7. Good cause and restoration of aid will not be evaluated when the AU chooses to reapply for CalWORKs.

<b>Restored Benefits</b>	
<b>Scenario</b>	An AU is assigned to Cycle 1 and provides an incomplete May SAR 7 on June 6 <sup>th</sup> . No income verification is provided and an adequate Y-NOA is issued timely. CalWORKs discontinues timely effective June 30 <sup>th</sup> .  Partial verification is provided on the extended filing date, July 2 <sup>nd</sup> . The remaining pending verification is provided on July 20 <sup>th</sup> .  The worker determines good cause does not exist.
<b>Outcome</b>	The May SAR 7 is considered complete as of July 20 <sup>th</sup> . CalWORKs eligibility will be restored, and benefits prorated as of July 20 <sup>th</sup> .

**40-125.A.2 Good Cause**

When a complete SAR 7 is received in the month after a SAR 7-related discontinuance, the worker is required to first determine if good cause exists. Recipient budgeting rules and information provided in the complete SAR 7 will be used to determine ongoing CalWORKs eligibility.

If Good Cause is established and a SAR 7 discontinuance is rescinded, benefits will be reinstated at the previous level without a break in aid, even if the new information provided on the complete SAR 7 results in a decrease in benefits.

Timely notice is required before benefits can be decreased. Recipients have the option to waive the 10-day notice requirement in order to avoid a CalWORKs overpayment (OP). A signed waiver form is required before benefits can be decreased or discontinued without timely notice.

<b>If Good Cause</b>	<b>Then the CalWORKs discontinuance</b>
Exists	Will be rescinded and benefits restored back to the first of the following month.
Does not exist	Is valid and remains in place. Benefits will be restored and prorated based on the date the complete SAR 7 is received.

<b>Untimely Processing of SAR 7</b>	
<b>Scenario</b>	An AU is assigned to Cycle 4 and submits an August SAR 7 timely on September 11 <sup>th</sup> . The SAR 7 is processed as incomplete on September 28 <sup>th</sup>

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

<b>Restoration of Aid</b>	<b>Number</b>	<b>Page</b>
	<b>40-125.A</b>	3 of 5

	<p>and CalWORKs benefits are discontinued effective October 31<sup>st</sup> to allow for timely notice.</p> <p>A complete August SAR 7 is received on October 10<sup>th</sup>. New income is reported, and it is determined that benefits for the new payment period will be a lower amount than what was previously issued.</p>
Outcome	<p>The worker determines good cause exists because a timely Y-NOA was not issued to discontinue CalWORKs at the end of the Submit Month.</p> <p>The October 31<sup>st</sup> discontinuance will be rescinded and benefits for the new payment period will be recalculated using the August SAR 7 information.</p> <p>An overpayment for October due to Administrative Error will be established for any overpaid benefits.</p>

**40-125.A.3 Decrease Benefits at Restoration**

If information provided on the complete SAR 7 results in a decrease in benefits from the amount previously issued, timely notice is not required to restore aid at a lower amount. This is not considered a mid-period decrease in benefits as the payment period was disrupted when CalWORKs discontinued.

<b>Decrease Benefit at Restoration</b>	
Scenario	<p>An AU of 3, Mom and her two children, has no income. The AU is assigned to Cycle 5 and fails to submit a September SAR 7. An X-NOA is issued timely and CalWORKs discontinues on October 31<sup>st</sup>.</p> <p>On November 15<sup>th</sup>, the AU submits a complete September SAR 7 with new income. Mom started a new job and now earns \$1,000/month. The worker determines good cause does not exist.</p>
Outcome	<p>The September SAR 7 is considered complete as of November 15<sup>th</sup>.</p> <p>Benefits will be prorated effective November 15<sup>th</sup> using Mom's new earnings to calculate benefits for the new payment period, November - April. 10-day notice is not needed to restore benefits for November at a decreased amount.</p>

<b>Late Receipt of SAR 7</b>	
Scenario	<p>An AU is assigned to Cycle 5 and fails to provide a September SAR 7. An X-NOA is issued timely and CalWORKs discontinues October 31<sup>st</sup>.</p> <p>The AU provides a complete September SAR 7 on the extended filing date, November 1<sup>st</sup>. An increase in income is reported and it is determined that benefits will decrease for the new payment period.</p>
Outcome	<p>The October 31<sup>st</sup> discontinuance will be rescinded and benefits for November reinstated without a break in aid.</p>

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

<b>Restoration of Aid</b>	<b>Number</b>	<b>Page</b>
	<b>40-125.A</b>	4 of 5

	<p>Since timely notice to decrease benefits for November cannot be provided, benefits must be issued at the previous level.</p> <p>An overpayment for November due to Client Error will be established for any overpaid benefits.</p>
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**40-125.A.4 Denying Restoration of Aid**

If information on the complete SAR 7 results in ineligibility to aid, CalWORKs benefits cannot be restored, and the AU will be required to reapply for aid.

<b>Denying Restoration</b>	
Scenario	<p>An AU of 2, Dad and one child, has no income. The AU is assigned to Cycle 6 and fails to submit an October SAR 7. An X-NOA is issued timely and CalWORKs discontinues on November 30<sup>th</sup>.</p> <p>On December 11<sup>th</sup>, the AU submits a complete October SAR 7 with new income. Dad started a new job and earns \$3,500/month.</p> <p>The worker determines Good Cause does not exist.</p>
Outcome	<p>Although the AU provided a complete SAR 7 in the month following the SAR 7 discontinuance, aid cannot be restored because the AU has excess income and is no longer eligible to CalWORKs.</p> <p>Restoration of aid will be denied and restoration denial NOA will be issued.</p>

**40-125.A.5 Impacts to CalFresh**

If a complete CalWORKs SAR 7 is received in the month after the SAR 7 discontinuance and CalWORKs benefits are restored, Non-Assistance CalFresh (NACF) benefits will be converted to Public Assistance CalFresh (PACF) with timely notice.

<b>NACF after a CalWORKs/PACF Discontinuance</b>	
Scenario	<p>A CalWORKs/PACF two-parent household is assigned to Cycle 4. A February SAR 7 is received in the Submit Month that is only signed by one parent.</p> <p>The AU later submits a February SAR 7 that is signed by the other parent on April 23<sup>rd</sup> and the February SAR 7 is now complete for CalWORKs.</p> <p>The worker determines Good Cause does not exist.</p>
Outcome	<p>The SAR 7 provided in the Submit Month is considered complete for CalFresh, but not for CalWORKs.</p> <p>CalWORKs and PACF discontinue at the end of the Submit Month (March 31<sup>st</sup>) and PACF is converted to NACF April 1<sup>st</sup>.</p> <p>CalWORKs benefits will be restored effective April 23<sup>rd</sup> and PACF benefits reinstated effective June 1<sup>st</sup> with timely notice.</p>

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

**Restoration of Aid**

**Number**

**40-125.A**

**Page**

**5 of 5**

**Procedure:**

CalWORKs Processing Guides: 44-270.A.1

**References:**

- ACL 12-25, 12-35, 12-49, 12-59, 13-17, 13-26, 13-28, 13-80, 14-100, 15-92
- ACIN I-02-16

**Sunset Date:**

This policy will be reviewed for continuance by February 28, 2023.

**Approval for Release:**



Rick Wanne, Director  
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