

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

Annual Reporting

Number

44-260.A

Page

1 of 4

Revision Date:

December 1, 2022

Background:

State regulations require certain CalWORKs cases with no eligible adult in the Assistance Unit (AU) to be transitioned from a semi-annual reporting system to an annual reporting system.

Purpose:

This section has been revised to provide policy that a pregnancy which ends prior to the estimated delivery date, not resulting in the birth of a child, is considered a mandatory report. Customers are required to report verbally or in writing within 30 days following the end of their pregnancy. In addition, procedures and examples previously maintained in this section have been moved to the corresponding processing guide.

Policy:

Annual Reporting/Child Only (AR/CO) cases are required to report changes once per year during the annual redetermination and within 10 days for mandatory mid-year changes. There are no SAR 7 or other periodic reporting requirements for AR/CO AUs. The annual redetermination will occur in the last month of the AR/CO benefit period (month 12). Any mandatory change that is reported in month 12 will be verified and evaluated as part of the annual redetermination.

Information that becomes known to the county or is provided through a third party may not require mid-period action if the information was not required to be reported per AR/CO rules.

AR/CO Cases

If there is no aided adult in the AU, the CalWORKs case is generally an AR/CO case.

The following are the most common AR/CO case scenarios where all adults in the AU are:

- Timed out (Safety Net case)
- In a fleeing felon status, or found by a court to be in violation of probation or parole
- Not qualified for CalWORKs due to immigration status
- Not cooperating with Social Security Number (SSN) requirements
- Receiving Supplemental Security Income (SSI)
- A Non-Needy Caretaker Relative
- Sanctioned due to refusal to assign child/spousal support rights
- Convicted of an Intentional Program Violation (IPV) prior to July 1998
- A striker and is not eligible to CalWORKs
- Sponsored non-citizen whose needs are being met by their sponsor

Any AU in which an adult is aided is not considered to be an AR/CO case and will continue to be subject to periodic reporting requirements.

The following are non-AR/CO case scenarios:

- Cases where the adults are not aided due to an Employment Services (ES) sanction
- Cases that are subject to a penalty, unless there is no adult in the AU

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

Annual Reporting

Number

44-260.A

Page

2 of 4

- Two-parent households where one parent remains aided and included in the AU
- Any case in which optional members have opted to be included in the AU and receive CalWORKs

Mandatory Reporting

Timely and adequate notice is required if a mandatory report results in a decrease or discontinuance of CalWORKs.

If a change is reported that does not require mid-year action, a “No Change” Notice of Action (NOA) will be issued and the information will be held for follow-up at the next annual redetermination.

The following changes are required to be reported by all AR/CO AUs within **10 calendar days**:

- Address changes
- Fleeing felon status
- Court findings of probation or parole violations
- Changes in household composition
- When income exceeds the Income Reporting Threshold (IRT)

AUs that include a pregnant person are required to report **within 30 calendar days** if the pregnancy ends prior to the estimated delivery date and does not result in the birth of a child. This is a requirement for both Pregnant Person Only (PPO) AUs and AUs that include a pregnant person with other eligible children.

Voluntary Reporting

Changes in income and circumstances may be voluntarily reported at any time. Mid-year action for voluntarily reported changes will only be taken when:

- Verification provided results in an increase in CalWORKs benefits
- The customer is requesting to discontinue CalWORKs for an optional member of the AU

The effective date of an increase in benefits will be based on when the change was voluntarily reported, not when the change occurred.

The following shows how the type of change determines when to increase CalWORKs benefits:

- If a decrease in income is reported, then CalWORKs will increase effective the 1st of the month in which the change occurs or is reported, whichever is later
- If a new member of the household is reported, then CalWORKs will increase effective the 1st of the month after the change is reported

Ten days will be allowed for the customer to provide any required verification. The change will be processed as follows:

- If adequate verification is received by the 10-day due date, then action will be taken to increase benefits
- If adequate verification is not received, then benefits will not be increased and a No Change Notice will be sent
- If adequate verification is received after the 10-day due date, then the date the verification is received will be considered the date of the voluntary report and the date the verification was

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

Annual Reporting

Number

44-260.A

Page

3 of 4

received will be used to determine when to increase benefits

County-Initiated Actions

AR/CO rules require the County to take mid-period action on certain changes in eligibility, even if the action will result in a decrease or discontinuance of aid for the AU.

The following changes require mid-period action:

- A sanction or financial penalty is imposed on an individual in the AU
- A financial penalty is removed from an AU that complies with CalWORKs program requirements
- A child in the AU reaches the CalWORKs age limit
- A child in the AU is placed in Foster Care
- Aid is authorized for an individual who is currently aided in another AU
- State Hearing decision resulting in mandatory changes mid-period
- An AU becomes a Family Reunification case
- An AU member is no longer a California resident
- Information from a redetermination is acted upon mid-period
- An erroneous payment caused by incorrect or incomplete customer reporting or incorrect action or lack of action by the county is corrected
- An individual in the AU is deceased
Effective January 1, 2016, a deceased child will continue to be included as a member of the AU in the month in which his or her death occurred and the following month
- An AU is transferred to a Tribal TANF program
- Cost-of-living adjustments (COLA) for Minimum Basic Standards of Adequate Care (MBSAC) including income in-kind, Maximum Aid Payment (MAP), and Social Security
- An individual is confined in a correctional facility on the first of the month and is expected to remain for that full calendar month or longer
- A nine-month real property exemption expires
- A non-minor dependent (NMD) is transferred into their own AU
- Recoupment for an overpayment begins via grant reduction
- A Trafficking and Crime Victims Assistance Program (TCVAP) customer is no longer eligible to state-funded services or becomes eligible to federally funded programs

Income Reporting Threshold (IRT)

Refer to CPG 44-270.G for complete IRT information.

Transitioning AR/CO Cases

Under certain circumstances, a case may transition between AR/CO and SAR, or vice versa.

The following are situations that may result in a case transitioning between AR/CO and SAR:

- When certain sanctions are imposed or lifted
- When adults become timed-out or added back to the AU due to child support reimbursement or overpayment recoupment
- When an adult moves into the home and is added to the AU

The following rules apply when a case transitions between AR/CO and SAR:

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

Annual Reporting

Number
44-260.A

Page
4 of 4

- The case will continue to have the same reporting cycle and redetermination date
- A SAR 7 cannot be due in the same month in which an adult is being added back to the AU
- The next SAR 7 will be due in the SAR period after the adult is added to the AU, unless the annual redetermination is due
- A SAR 7 will not be required for any month in which the AU met AR/CO criteria
- For cases where a SAR 7 is due in one month but the case transitions to AR/CO in the following month, the case will not be discontinued, and the grant will remain unchanged if the customer fails to submit a complete SAR 7
- When a case transitions from SAR to AR/CO, the case will become an AR/CO case effective the first of the month after the adult is removed from the AU

Procedure:

CalWORKs Processing Guide 44-260.A1 Annual Reporting

Impacts:

None

References:

- Eligibility Assistance Standards (EAS) 44-316.32
- All County Letters (ACLs) No. 12-25, 12-49, 12-49E, 13-28, 13-80, 13-109, 14-100, 15-92, 19-76, 19-76E, 21-140
- All County Information Notice (ACIN) No. I-02-16

Sunset Date:

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

Approval for Release:



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Self-Sufficiency Services