

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

Semi-Annual Reporting (SAR)

Number

63-271

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Revision Date:

06/01/2021

Background:

Semi-Annual Reporting (SAR) is the simplified reporting option under federal Supplemental Nutrition Assistance Program (SNAP) reporting requirements that California elects to use. Recipients are required to submit one Semi-Annual Eligibility Report form (SAR 7) in the 6, 12, 18 or 24 month interval.

Purpose:

This section includes policies on Household (HH) reporting requirements, responsibilities, mid-period reporting and treatment of the information provided. This section is being reformatted after sunset review.

Policy:

HHs must be informed at the application interview of SAR requirements. HHs must receive the SAR 7 prior to the end of the data month. The information provided for the SAR data month will be used to determine ongoing eligibility and calculate benefit amounts for the next SAR payment period. Staff must assist the HH in completing the SAR 7 and obtaining all required verifications. Documentation must be entered detailing the type of assistance offered for example, in person, by phone or in writing. For additional information on reasonably anticipated income refer to 63-282.

1. Households' Reporting Responsibilities:

HHs are required to report the following information and or changes on the SAR 7:

- HH composition
- Address and shelter costs
- Medical costs, child support paid and dependent or childcare costs
- Resources
- Changes exceeding \$100 to ongoing unearned income received in the data month
- Changes or anticipated changes since the last report (application or recertification)
- Earned income
- Expenses for the data month

2. Voluntary Mid-Period Information at SAR:

Changes reported at SAR 7 that did not occur or were not known to the HH in the data month, will be treated as a voluntary mid-period report. The HH may be entitled to a supplement for the SAR submit month due to the decrease in income. Refer to 63-274 for additional information on increases in benefits. Below are some examples for reported changes that may be considered voluntary mid-period reports:

Example: Reported income increase after submitting SAR 7

Scenario	A HH provides a SAR 7 on the 8 th of the submit month. The report includes information from the data month. On the 15 th of the submit month, the HH calls to report that her income has increased. She anticipates that this income will continue at this amount for the rest of the semi-annual period.
Outcome	The SAR 7 was received timely, and the income is not over the Income Reporting Threshold (IRT). The report of increased income will be considered a voluntary mid-period report because the information was unknown to the HH in the data month. The information will not be acted on unless it results in an increase to her benefits.

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Example: Income increase occurred on data month

Scenario	A HH provides a SAR 7 on the 8th of the submit month. The report includes information from the data month. On the 15th of the submit month, the HH calls to report that her income in the data month was higher than she originally reported. She anticipates that this income will continue at this amount for the rest of the semi-annual period.
Outcome	The SAR 7 was received timely. Information reported should have been provided on her SAR 7, this is considered a correction to her previous report. The income will be considered in determining eligibility and benefit amounts for the certification period.

Example: Income decrease reported on SAR 7 submit month

Scenario	A HH provides a SAR 7 on the 5 th of submit month and reports that their income decreased in the data month.
Outcome	The SAR 7 was received timely. This information should be treated as a voluntary mid-period report and will be used to calculate the HH's benefit amount for the next certification period. A supplement may be provided for the submit month if the income decreases and all other factors on the SAR 7 cause a benefit increase.

3. Verification Responsibilities:

HHs must provide verification of the information reported on the SAR 7 if applicable, when changes have occurred or if questionable. Contact must be made to confirm the income changes and to identify if the income can be reasonably anticipated. Refer to 63-282 for additional information on prospective budgeting and reasonably anticipated income.

Staff must assist the HH in obtaining all required verifications and use available data matches such as The Work Number (WN), Income Eligibility and Verification System (IEVS) or Medi-Cal Eligibility Data System (MEDS) to verify the information detailed below:

- Gross non-excluded earned income (includes self-employment)
- Newly reported non-excluded unearned income or when a change exceeding \$100 has occurred to previously reported unearned income
- Non-excluded income of any sponsor (SAR 72) if applicable, refer to 63-246 for treatment of sponsor's income
- Dependent care costs
- Medical expenses, refer to 63-253.8 on processing reported medical expenses
- Self-Employment expenses only if the HH is claiming actual expenses and not the 40% standard deduction
- Child support payments, or legal obligation to pay child support to a person not in the CalFresh (CF) HH (63-224.15)
- Social Security Number (SSN), only when a member is being added to a CF HH (63-161)
- The source of excluded income when it is first reported and when there is a change

4. Complete SAR 7 Criteria:

HHs are required to submit a complete SAR 7 with verifications needed to determine ongoing eligibility and benefit allotment. HHs are not required to report on the SAR 7 voluntary mid-period information that has been reported and verified. The HH is only required to provide verification with the SAR 7 if voluntarily reported information was not verified during the mid-period (such as income under Income Reporting Threshold (IRT) and information not considered Verified Upon Receipt (VUR). The SAR 7 will be considered complete if:

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- All questions and items are answered and complete or otherwise clarified with the HH
- Necessary verifications have been provided
- The documentation provided is sufficient to make an eligibility and benefit level determination
- The form is signed and dated

NOTE: There is no requirement that a SAR 7 must be signed and dated on or after the first day of the submit month. Please refer to examples provided below:

Example: SAR 7 submitted with data month verifications

Scenario	A HH completes, signs and date a manual SAR 7 on January 12 th and submits on April 23 rd . The verifications provided are for March data month and the remaining criteria for a complete SAR 7 was met.
Outcome	This will be considered complete. The HH submitted all required documents and verifications for the SAR 7.

Example: SAR 7 submitted with non-data month verifications

Scenario	A HH completes, signs, and dates a manual SAR 7 on January 12 th and submits on April 23 rd . The verifications provided are for February .
Outcome	This will be considered incomplete. The HH does not meet the criteria for a complete SAR 7, because data month verifications were not provided.

5. Action on Reported Changes:

Staff must act on the following information which may result in a change of benefits during the SAR payment period:

- Information that is required to be reported on the SAR 7 and was not included
- Information considered VUR even if the change results in a mid-period decrease (refer to 63-284 for additional guidance)
- A change in either HH composition or a decrease in income that is verified and results in a mid-period increase
- Mandatory mid-period reports that result in a decrease/discontinuance of benefits
- County initiated actions that result in a decrease/discontinuance of benefits
- HH request to discontinue benefits

An overissuance can be calculated, if a Public Assistance CalFresh (PACF) HH fails to report income over the CalWORKs IRT. No overissuance will be calculated if the unreported income is under IRT for CF, because it is not mandatory for CF.

References:

All County Letters (ACL) 21-24, 18-18 and 18-18E, 15-90, 15-42, 13-57, 13-26, 13-17, 13-08, 12-59, 12-25, 12-25E
ACIN I-58-12
MPP 63-509, MPP 63-504

Sunset Date:

This policy will be reviewed for continuance by 06/30/2024

Approval for Release:

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Handwritten signature in blue ink, followed by the date "6-23-21".

Rick Wanne, Director
Self Sufficiency Services