

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

Semi-Annual Reporting (SAR) Cycle

Number

63-272

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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 after the Beginning Date of Aid (BDA).

Purpose:

This section includes policies on SAR Household (HH) types, cycles, and alignment responsibilities. This section is being reformatted after sunset review.

Policy:

HHs are required to complete a SAR 7. The SAR cycle will be determined by the BDA. The number and frequency of SARs the HH will be required to submit depends on the HH composition and types of income. The following is terminology used to describe the months and the period of an individual SAR cycle:

Term	Definition
Data Month	The month for which the HH is required to report all information necessary to determine eligibility.
Submit Month	The month in which the SAR 7 must be submitted.
SAR Payment Period	The period in which benefits are issued. The period that starts with the BDA or the month after the submit month.

1. **Determining the SAR Submission Month:**

To determine when a SAR 7 must be submitted, eligibility staff must consider BDA, HH composition and types of income. The following table shows when a SAR 7 form must be completed by each HH type:

HH Type	Certification Period	SAR 7 submit month Intervals
Regular, homeless, and migrant/seasonal farmworker.	12 month	6 months
All adult members are Elderly or Disabled and HH includes non-disabled minor children with no earned income.	24 month	12 months
Residing on an Indian Reservation with no earned income.	24 month	12 months
All adult members are Elderly or Disabled and HH includes non-disabled minor children with earned income.	24 month	6, 12, and 18 months
Residing on an Indian Reservation with earned income.	24 month	6, 12, and 18 months
Elderly Simplified Application Project (ESAP) where all HH members including children are elderly and/or	36 month	12 and 24 months

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disabled with no earned income.		
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2. SAR Cycles:

The first SAR payment month when actual benefits are issued is the BDA. This includes a subsequent month in which a supplemental payment is made. SAR cycles will be assigned based on the BDA. HH's not eligible in the month of application will have the SAR cycle align with the BDA. Cycles will be assigned as follows:

HH's with a BDA month in ...	Will be assigned to cycle ...
January or July	One
February or August	Two
March or September	Three
April or October	Four
May or November	Five
June or December	Six

3. Alignment of Cycles:

For Public Assistance CalFresh (PACF) cases, recertification/redetermination dates must be aligned as follows:

If a HH applies for ...	Then the cycle/redetermination for ...
CalWORKs (CW) and is already receiving CalFresh (CF)	CW must be aligned with the existing CF cycle
CF and is already receiving CW	CF must be aligned with the CW cycle

The certification may be for less than 12 months to align with the existing CW/CF program and must be set at application or recertification. If an existing CF HH has a 24 month certification period, the 1st CW redetermination will align to the CF. The 2nd CW redetermination will then be aligned with CF recertification at 24 months. Examples on alignment are provided below:

Example: Aligning CW to existing CF with 12 month certification period	
Scenario	An active CF HH with BDA of 01/10/2020, their next recertification will be 12/2020. HH applied and was approved for CW on 09/16/2020.
Outcome	The recertification will be modified for the CW application and will follow the existing CF recertification cycle. Both programs will be renewed on 12/2020 and have matching cycles.

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CF	BDA											RRR
CW									BDA			RRR

Example: Aligning CW to existing CF with 24 month certification period	
Scenario	An active CF HH with BDA of 01/10/2020, their next recertification will be 12/2021. HH applied and was approved for CW on 09/16/2020.
Outcome	The recertification will be modified for the CW application, since this is a 24 month certification for CF the first CW recertification will be aligned to the CF SAR 7. Both programs will be recertified on 12/2021 and have matching cycles.

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Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CF	BDA											SAR 7
CW									BDA			RRR
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CF												RRR
CW												2 nd RRR

Example: Aligning CF with 12 months certification period to existing CW

Scenario	An active CW HH with BDA of 04/21/2020, their next recertification will be 03/2021. HH applied and was approved for CF on 10/25/2020.
Outcome	The recertification will be modified for the CF application and will follow the existing CW recertification cycle. Both programs will be renewed on 03/2021 and have matching cycles.

Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CF							BDA					RRR
CW	BDA											RRR

Example: Aligning CF with 24 months certification period to existing CW:

Scenario	An active CW HH with BDA of 04/21/2020, their next recertification will be 03/2021. HH applied and was approved for CF on 10/25/2020.
Outcome	The recertification will be modified for the CF application and will follow the existing CW recertification cycle. On 03/2021 the HH will be required to be complete a CW recertification and a CF SAR 7. Both programs will be renewed 03/2022 and have matching cycles.

Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CF							BDA					SAR 7
CW	BDA											RRR
Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CF												RRR
CW												2 nd RRR

NOTE: Depending on the HH composition, there could be additional SAR 7s at 6 and 18 months.

Procedure:

Desk Aid Certification Periods and Submit Months (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

Desk Aid SAR Cycle Table (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

Desk Aid SAR Payment Periods (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

Other Program Impacts:

CalWORKs program

References:

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ACL 15-90

Sunset Date:

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

Approval for Release:

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

Rick Wanne, Director
Self Sufficiency Services