

## 63-284 Voluntary Mid-Period Reports

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### 63-284.1 Evaluation of Voluntary Mid- Period Reports

#### **A. VOLUNTARY REPORTING**

SAR households may voluntarily report changes in income and circumstances that may increase benefits any time during the certification period. The household may report these changes in writing, online, verbally, or in person. Refer to [63-283.1](#).

Take mid-period action on voluntary reports that:

- Are considered “Verified Upon Receipt” (VUR) even if the change results in a mid-period decrease in CalFresh benefits ([63-284.3](#)); or
- Result in a mid-period increase in CalFresh benefits due to a change in household composition or a decrease in income that is verified ([63-284.9](#)).

Examples of changes that when reported may increase benefits include, but are not limited to the following:

- When the household’s income decreases;
- When someone moves into or out of the home; or

- When allowable CalFresh deductions increase.

A voluntary report is **never** late. Household are **not** required to report voluntary changes within 10 days.

## **B. EFFECTIVE DATE TO INCREASE BENEFITS**

The action to increase the allotment based on a voluntary report is based on when the change was reported; not when the change actually occurred.

The effective date of the benefit increase is determined differently for increases due to decreased income than for increases due to adding new household members:

1. Increases due to decreased income are effective the first of the month in which the change occurs or is reported, whichever is later. Refer to [63-284.4](#).
2. Increases due to the addition of new household members are effective the first of the month following the report of the change. Refer to [63-284.9](#).

Households are required to provide verification related to the change within the 10 days as listed on the request for verification. Refer to [63-284.2](#), No-Change Notice of Action (NOA)

## **C. PUBLIC ASSISTANCE CALFRESH (PACF) HOUSEHOLDS**

When a Public Assistance CalFresh (PACF) voluntary reports a change, take action to reduce or discontinue benefits mid-period only if the report is considered VUR.

Refer to [63-283.8](#) for CalWORKs mandatory reports.

**Take action on all voluntary reports that are considered VUR. This requirement applies to Non-Assistance CalFresh (NACF) as well as PACF households. Refer to [63-284.3](#).**

**NOTE:** In some cases, voluntarily reported changes may result in an increase or no change in benefits for one program, while decreasing benefits for the other program. For example a client receiving CalWORKs/PACF reports a person left the home mid-period. This is considered VUR for CalFresh. Therefore, benefits will be reduced for CalFresh mid-period but benefits would not change for CalWORKs.

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63-284.2  
No-Change  
Notice of Action  
(NOA)

Send the “No-Change NOA” [CF 377.4 SAR](#) when a voluntary mid-period report does not result in a change to the allotment to inform the household that the voluntarily reported information did not change their benefits. This is true whether the voluntary report is regarding a change of income or any other voluntary mid-period report.

- If the voluntary report was not verified, the “No-Change NOA” reminds the recipient of their reporting and verification responsibilities for the next SAR 7 or recertification.
- If the circumstances of the original voluntary report are still applicable in the SAR Data Month, the recipient must report this information on the SAR 7 or recertification forms and provide the required verification.

If the voluntary report was already verified, no further reporting is necessary, beyond what is already solicited on the SAR 7 and recertification forms.

- If information on the SAR 7 or recertification forms is inconsistent with what was previously voluntarily reported, and not clarified in the report itself (e.g., income increase not over the IRT), take action to resolve the discrepancy and determine the current household situation.

**Contact the recipient first to resolve the discrepancy. The SAR 7 is considered incomplete only if unable to contact the recipient or obtain resolution.**

**NOTE:** The requirement to report changes within 10 days of the occurrence only applies to mandatory reports. A voluntary report can never be late.

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63-284.3  
Verified Upon  
Receipt (VUR)

Take action on changes that are considered VUR to increase, reduce or discontinue CalFresh benefits at any point during the certification period when the household voluntarily reports:

1. Household composition changes, and
2. Income changes that do not require additional verification or contact with the household (verified upon receipt).

This rule applies to both NACF and PACF households.

**A. VERIFIED UPON RECEIPT (VUR) DEFINITION**

A report is considered VUR when:

1. The information provided is not questionable,
2. The provider is the primary source of the information, **and**
3. No further information is needed to take action.

A report is considered VUR when the required verification is received. If the household voluntarily reports a change mid-period, which requires verification to take action, it is not VUR. If you request verification and the household sends the verification it will be considered VUR when the verification is received.

There is no requirement that the report be done all at one time. For example, if a household calls to report a new job over the phone it would not be considered VUR, but if they bring in paystubs the next day, the report would now be considered VUR.

Except for household composition changes, do not request verification that is not required to be reported by the household. Refer to [63-284.6](#) below.

## **B. INFORMATION FROM A PRIMARY SOURCE**

Examples of information from the primary source considered VUR include but are not limited to:

1. BENDEX and SDX from the Social Security Administration,
2. SAVE from the United States Citizenship and Immigration Services (USCIS),
3. Unemployment insurance and disability insurance (MPP 20-006.531) benefits from the state Employment Development Department (EDD) (e.g., IEVS/PVS), and
4. Workers' Compensation from the state agency.

Refer to [63-285.8](#), Data and Income and Eligibility Verification System (IEVS) Matches.

Voluntary reports of household composition changes by the head of household or responsible adult household member **is considered VUR and must be acted on**. Refer to [63-284.9](#).

## **C. INFORMATION FROM THE INTERNAL AGENCY**

Examples of internal agency information that is considered VUR include but are not limited to:

1. State agency determination of an IPV,
2. Actions taken by other programs within the county agency that affect CalFresh expenses,
3. Information from a state, county or local work agency that a client failed to comply with work requirements.

If you request verification in order to act on a change in another

program (such as Medi-Cal), then by definition it is not VUR. Documentation may constitute verification for another program without being considered VUR in CalFresh.

#### D. INFORMATION NOT CONSIDERED VUR

Information **not considered VUR** includes (but is not limited to):

1. Quarterly wage match data (e.g., IFD),
2. New Hire Registry (NHR) matches,
3. Unearned income matches from the Internal Revenue Service,
4. Wage data from the Social Security Administration.

Refer to [63-285.6](#).

Example 1:	
Scenario	<p>The certification period is January through December 2015.</p> <p>On March 15, 2015 the worker receives an SDX report indicating that a SAR household has been determined eligible for \$300 in Social Security benefits and the first regular payment will be April 3, 2015.</p>
Outcome	<p>This information is considered VUR because it was reported by the party that is responsible for the income.</p> <p>Add the \$300 to April 2015's budget, enter in case comments, and send timely notice to reduce benefits.</p>

Example 2:	
Scenario	<p>The certification period is January through December 2015.</p> <p>On March 15, 2015 a mother reports she is eligible for Social Security and the first payment of \$300 will be received April 3, 2015. She does not send verification.</p>
Outcome	<p>Since the household did not send verification, the report is not considered VUR. Since the income is not over the IRT:</p> <ul style="list-style-type: none"> <li>• Do not count the Social Security amount in the CalFresh budget;</li> <li>• Do not request verification.</li> <li>• Send out the 'No-Change NOA;'</li> <li>• Enter case comments and</li> <li>• Note the information as a "Held Change" (in "Maintain Held Change Notes" page in CalWIN) for</li> </ul>

	<p>follow up with the next SAR 7 or recertification.</p> <p><b>NOTE:</b> If the household sends verification of the SSA income, or you receive the IEVS showing the SSA amount, the information is now VUR. Add the \$300 to the CalFresh budget and decrease benefits with timely notice.</p> <p>See <a href="#">63-285.8</a>.</p>
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Example 3:	
Scenario	<p>The certification period is January through December 2015.</p> <p>On April 7, 2015 the household reports in writing that a household member is eligible for Social Security benefits and sends in a copy of the first payment of \$300 that was received April 3, 2015.</p>
Outcome	<p>This information is considered VUR because no further information is needed to verify the change.</p> <p>Take action to change the May 2015 allotment, narrate the information in case comments, and send timely notice of reduce benefits.</p>

Refer to 63-284.4 and 5 below for additional information and examples.

63-284.4  
Recalculation of  
Benefits Mid-  
Period due to  
Voluntarily  
Reported  
Changes

All mid-period reports of income changes, except for income over the CalFresh Income Reporting Threshold (IRT), are considered voluntary reports.

When a household voluntarily reports a change in income, take action only if the report is considered VUR or the change increases the household's benefits.

**A. ACTION ON REPORTED INCOME DECREASES**

When the household reports a decrease in income, request verification of the income change immediately in writing using the "[Information/Verification Needed](#)" [CF 377.6](#) allowing 10 days to provide. Do not increase benefits until the required verification is received.

1. If the requested verification is not received by the due date, document in case comments and send a "No-Change NOA" to the household as explained in [63-284.2](#). Note the information as a Held Change for follow up with the next SAR 7 or recertification (whichever comes first).
2. If verification is received within 10 days, issue a supplemental

payment for the month of the report.

3. If verification is received after the 10 days, the date the verification is received will be considered the new report date.

Example 1:	
Scenario	A household voluntarily reports a mid-period decrease in income on March 25.  The worker requests verification on March 28 with a 10-day due date of April 7.  The verification is received on April 5.
Outcome	Recalculate the allotment for March and issue a supplement for March because the household provided the verification timely (within 10 days of the request).

Example 2:	
Scenario	Same scenario as Example 1 above. However, the verification is not received until April 15 after the 10-day due date.
Outcome	Send the “No-Change NOA” to the household.  Since the household provided the verification after the 10-day timeframe, April 15 is now considered the new report date.  Supplement April and change the budget for the remaining months of the certification period.

Refer to [63-284.5](#) for additional examples of income decrease reports and the issuance of supplemental benefits.

## **B. INCOME DOCUMENTATION**

Acceptable income verification includes (but is not limited to): paycheck and benefits stubs (i.e., unemployment or disability benefits stubs), or a letter from the employer.

1. Accept the verification unless there is a documented reason to doubt its validity. If verification is not accepted, document the reason in case comments.
2. If the household is attempting to obtain the verification, but is having difficulty obtaining it, you must offer assistance. With the recipient’s signed release (e.g., 07-21 Employment Verification), contact the employer to verify the recipient’s statement.
3. Accept as a last resort an affidavit or sworn statement of income, if verification does not exist or is not available.

Refer to [63-117.4](#); [63-117.7](#) and [63-117.28-32](#).

### C. CALWORKS GRANT SUPPLEMENTS

When the CalWORKs grant is recalculated mid-period, the new CalWORKs grant amount is used in the CalFresh budget effective the first of the month for which timely notice can be provided to the household. The receipt of CalWORKs benefits is considered Known-to-County information. Refer to [63-285.5](#).

### D. TIMELINE TO INCREASE BENEFITS

To determine whether the change results in increased benefits mid-period, recalculate benefits for the current and remaining months of the certification period using the new income that the household reasonably expects to receive.

If the newly reported income results in an increase in benefits:

1. Increase benefits within 10 days of receiving the required verification and provide adequate notice. The increase is effective for the entire month in which the change was reported.
2. Supplement benefits in the month the change was reported as appropriate, and change the benefit amount for any remaining months of the certification period.

### E. VOLUNTARY QUIT AND REDUCTION OF WORK HOURS

Impose a sanction when the household voluntarily reports a decrease in earnings that resulted from a job loss (voluntary quit) or reduction in hours of employment, when determining that the recipient did not have good cause for the job quit/reduction in hours,.

Process the report for an increase in benefits if verification is received while requesting information needed to determine whether the quit/reduction was for good cause, unless the initial report provided sufficient information to make the determination.

A sanction for voluntary job quit or reduction of work hours without a good cause is considered a County-Initiated Action.

Refer to [63-159](#) , Voluntary Quit and Reduction of Work Effort, and [63-285](#), County-Initiated Action.

63-284.5  
Examples:  
Recalculation of  
Benefits Mid-  
Period

Example 1:	
Scenario	The certification period is January through December. The household submits a timely May SAR 7 on June 4 reporting that her actual income for the month of June will be lower than previously anticipated and that this income will continue through the remaining months of the certification period. The household provides verification of her decreased



	income on June 7.
Outcome	<p>Recalculate the household's benefits for the month of June and issue a supplement for June.</p> <p>The new reasonably anticipated income is budgeted for the remaining months of the certification period because it is anticipated to continue.</p>

Example 2:	
Scenario	<p>The certification period is January through December.</p> <p>On the May SAR 7, the household reports and provides verification of income, which is the same and from the same source as reported on the last recertification. However, the household says that their current income is decreasing, but does not say if income is decreasing for the submit month and does not provide verification that the income actually decreased in the submit month.</p> <p>The SAR 7 is processed as complete based on the information provided that was verified. The worker requests verification on June 17 of the income decrease in the submit month.</p> <p>The household provides verification of the income decrease on July 1, which is past the 10-day timeframe.</p>
Outcome	<p>Refigure the household's benefits starting in July and supplement benefits for July.</p> <p>The new reasonably anticipated income is budgeted for the remaining months of the certification period because it is anticipated to continue.</p>

Example 3:	
Scenario	<p>The certification period is January through December.</p> <p>The household submits a timely May SAR 7 on June 4 reporting that her income decreased beginning in May.</p> <p>Verification was received timely on June 7.</p>
Outcome	<p>Recalculate benefits for June and the remaining months of the certification period.</p> <p>Issue supplemental benefits for June. However, do not issue a supplement for May because the decreased income was not reported until the June Submit Month.</p>

Example 4:	
Scenario	The certification period is January through December.

	The mother earns \$1,000/month. On March 25, she reports that she missed two weeks of work due to an illness and only anticipates receiving \$500 in March and provides verification. Her normal monthly income of \$1,000 will resume in April.
Outcome	Issue a supplemental payment for the month of March and keep her benefits at the previous level for the remaining months of the certification period.

63-284.6  
Income  
Increases  
Reported Mid-  
Period

CalFresh households are only required to report mid-period when their income exceeds the IRT. Refer to [63-283.2-3](#).

**A.** If a household voluntarily reports mid-period an income increase that is less than the IRT and is not VUR, do not request verification mid-period unless the income exceeds the IRT:

1. Narrate in case comments the details about the change;
2. Enter the information in the “*Maintain Held Change Notes*” page in CalWIN as a Held Change for follow-up action with the next SAR 7 or recertification (whichever comes first); and
3. Send out a ‘No-Change NOA’ [CF 377.4 SAR](#).

**B.** Take action to reduce benefits when a household voluntarily provides undisputed verification afterwards that requires no further inquiry (VUR).

As a general rule, a voluntary mid-period report that is not over the IRT and is not considered VUR will be recorded in case comments and in the “*Maintain Held Change Notes*” in CalWIN when the household’s eligibility is not in question. Issue the “No-Change NOA” [CF 377.4 SAR](#) to the household when no action is taken on a voluntary report.

### **C. HOUSEHOLD ELIGIBILITY IN QUESTION**

Request information/verification anytime the household’s eligibility is in question.

The household’s eligibility is in question when you determine the household could be over the IRT or you are unable to determine if the household is no longer eligible based on a client’s verbal or written report or third party information.

Refer to [63-283.5 and 6](#) for additional information and action that you are required to take when the household’s eligibility is in question. Refer to [63-284.9](#) for household composition changes.

**NOTE:** The requirement to report changes within 10 days of the occurrence only applies to mandatory reports. **A voluntary report**

**can never be late.** If the reported change was not verified mid-period, the household must report it on the SAR 7 or recertification, whichever comes first.

63-284.7  
Changes in  
Medical,  
Dependent Care,  
and Shelter  
Expenses

## A. MEDICAL AND DEPENDENT CARE EXPENSES

If the household voluntarily reports an increase in medical and/or dependent care expenses mid-period, the new deduction amount must be determined for the current and remaining months in the certification period. Issue a supplement for the month in which the increased expense was reported once verification has been submitted; increase benefits for the remaining months of the period.

If verification is required and not submitted with the voluntary report, send a request for verification, allowing 10 days. If the verification is not received, send the “No-Change NOA” [CF 377.4 SAR](#) to the household.

Households reporting medical expenses during their certification period with no specified payment schedule may elect to have a one-time only deduction or to have the expense averaged over the remaining months of their certification period. Refer to [63-253.3-12](#).

Example:	
Scenario	<p>The household is certified for January through December.</p> <p>In February, the household reports and verifies a one-time medical expense of \$1,000 for February.</p> <p>The recipient chooses to average the expense over the remaining months of the certification period starting in February (February through December).</p>
Outcome	<p>There are 11 months from February through December.</p> <p><math>\\$1,000/11 = \\$90.90/\text{month}</math></p> <p>Allow a medical deduction of \$90.90 in the CalFresh budgets from February through December.</p> <p>If the deduction results in increased benefits for February, issue a supplemental benefit for February.</p>

Refer to [63-282.13, Reasonably Anticipated Expenses](#).

## B. SHELTER EXPENSE CHANGES

Shelter expenses will be determined at application and at recertification and will remain at the same fixed amount during the certification period unless a recipient reports a change. CalFresh households are not required to report changes of address and/or shelter expense changes mid-period; these are considered voluntary reports.

Shelter expenses must be verified only at application, when first

reported and when questionable ([63-117.22](#)). Therefore, shelter expense changes reported mid-period are considered VUR.

Change the shelter expense deduction and decrease or increase benefits mid-period unless the change is considered questionable. If the household voluntarily reports a change of address or shelter cost mid-period and you considers the address change and/or increase in shelter cost questionable, request verification:

- If the household provides the verification change the shelter deduction and increase benefits starting the month the household reported the change.
- If the household does not provide the verification, recalculate benefits without the shelter deduction. Decrease benefits with timely notice.

**NOTE:** CalFresh households are required to report changes of address and the associated shelter cost changes on the SAR 7 and recertification if the change has not been reported mid-period.

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63-284.8  
Household  
Moving Out of  
State or County

If the household reports moving out of State, discontinue benefits mid-period at the end of the month in which an adequate notice can be sent. A 10-day notice is not required ([63-303.13](#)).

If a PACF household moves out of the County, discontinue CalFresh benefits at the same time the CalWORKs case is discontinued at the end of the Inter-County Transfer (ICT) period. Send the “CalFresh Informing Notice of Sending Inter-County Transfer” ([NA 1268](#)) to the household. A 10-day notice is not required. Refer to [63-359.4](#).

If a NACF household moves out of the County transfer the CalFresh case to the new county (ICT). Send the “CalFresh Informing Notice of Sending Inter-County Transfer” ([NA 1268](#)) to the household. A 10-day notice is not required. Refer to [63-359.5](#).

Refer to [63-152.3-5](#) for residence requirements and [63-152.8](#) for whereabouts unknown policy.

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63-284.9  
Household  
Composition  
Changes

CalFresh households are not required to report household composition changes mid-period but they are required to report when total income, including the income of the new household member, is over the established IRT.

**A. Household composition changes reported by the head of household or responsible adult household member are considered VUR and must be acted on.**

1. If a household voluntarily reports mid-period that a household member left the home, take action to remove the household member with timely notice.

2. If the household voluntarily report a new household member, the household's eligibility is considered in question and further information is needed to determine continuing eligibility:

Step	Action																											
1	Determine if the new person purchases and prepares (P&P) meals together with the household and confirm that the new person is a mandatory (restricted) household member ( <a href="#">63-101.1</a> ).																											
2	If the new member P&P's with the household or is a restricted household member ( <a href="#">63-101.4</a> ), obtain their Social Security Number, date of birth and immigration status.																											
3	<p>Determine if the new member's income combined with the household's current income exceeds the IRT. This may be determined during the telephone call.</p> <table border="1" data-bbox="539 709 1393 1969"> <thead> <tr> <th data-bbox="539 709 846 821">If the income reported by the household...</th> <th colspan="2" data-bbox="846 709 1393 821">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 821 846 1745" rowspan="3">Is not questionable and the combined household's income does not exceed the IRT,</td> <td colspan="2" data-bbox="846 821 1393 919">Request verification via the CF 377.6.</td> </tr> <tr> <td data-bbox="846 919 1084 1339"> <table border="1" data-bbox="857 919 1370 1339"> <thead> <tr> <th data-bbox="857 919 1084 968">If the client...</th> <th data-bbox="1084 919 1370 968">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="857 968 1084 1339">Does not provide the required verification</td> <td data-bbox="1084 968 1370 1339">Send a "No-Change NOA" (CF 377.4 SAR) and enter as a Held Change for follow up with the next SAR 7 or recertification, whichever comes first.</td> </tr> <tr> <td data-bbox="857 1339 1084 1703">Provides the verification</td> <td data-bbox="1084 1339 1370 1703">Add the new member effective the first of the month following the report of the change. Provide timely NOA if benefits will decrease or discontinue.</td> </tr> </tbody> </table> </td> <td data-bbox="1084 919 1370 1339"></td> </tr> <tr> <td data-bbox="846 1339 1084 1745"></td> <td data-bbox="1084 1339 1370 1745"></td> <td data-bbox="1084 1339 1370 1745"></td> </tr> <tr> <td data-bbox="539 1745 846 1969">Is not clear, or it is questionable, or you are unable to determine if the combined household's</td> <td colspan="2" data-bbox="846 1745 1393 1969">Request verification via the CF 32.</td> </tr> <tr> <td data-bbox="539 1745 846 1969"></td> <td data-bbox="846 1745 1182 1969"> <table border="1" data-bbox="857 1745 1370 1969"> <thead> <tr> <th data-bbox="857 1745 1182 1843">If ...</th> <th data-bbox="1182 1745 1370 1843">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="857 1843 1182 1969">The client does not provide the required information,</td> <td data-bbox="1182 1843 1370 1969">Discontinue the case with timely notice for</td> </tr> </tbody> </table> </td> <td data-bbox="1182 1745 1370 1969"></td> </tr> </tbody> </table>	If the income reported by the household...	Then ...		Is not questionable and the combined household's income does not exceed the IRT,	Request verification via the CF 377.6.		<table border="1" data-bbox="857 919 1370 1339"> <thead> <tr> <th data-bbox="857 919 1084 968">If the client...</th> <th data-bbox="1084 919 1370 968">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="857 968 1084 1339">Does not provide the required verification</td> <td data-bbox="1084 968 1370 1339">Send a "No-Change NOA" (CF 377.4 SAR) and enter as a Held Change for follow up with the next SAR 7 or recertification, whichever comes first.</td> </tr> <tr> <td data-bbox="857 1339 1084 1703">Provides the verification</td> <td data-bbox="1084 1339 1370 1703">Add the new member effective the first of the month following the report of the change. Provide timely NOA if benefits will decrease or discontinue.</td> </tr> </tbody> </table>	If the client...	Then ...	Does not provide the required verification	Send a "No-Change NOA" (CF 377.4 SAR) and enter as a Held Change for follow up with the next SAR 7 or recertification, whichever comes first.	Provides the verification	Add the new member effective the first of the month following the report of the change. Provide timely NOA if benefits will decrease or discontinue.					Is not clear, or it is questionable, or you are unable to determine if the combined household's	Request verification via the CF 32.			<table border="1" data-bbox="857 1745 1370 1969"> <thead> <tr> <th data-bbox="857 1745 1182 1843">If ...</th> <th data-bbox="1182 1745 1370 1843">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="857 1843 1182 1969">The client does not provide the required information,</td> <td data-bbox="1182 1843 1370 1969">Discontinue the case with timely notice for</td> </tr> </tbody> </table>	If ...	Then ...	The client does not provide the required information,	Discontinue the case with timely notice for	
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	<table border="1" data-bbox="857 1745 1370 1969"> <thead> <tr> <th data-bbox="857 1745 1182 1843">If ...</th> <th data-bbox="1182 1745 1370 1843">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="857 1843 1182 1969">The client does not provide the required information,</td> <td data-bbox="1182 1843 1370 1969">Discontinue the case with timely notice for</td> </tr> </tbody> </table>	If ...	Then ...	The client does not provide the required information,	Discontinue the case with timely notice for																							
If ...	Then ...																											
The client does not provide the required information,	Discontinue the case with timely notice for																											

	income exceeds the IRT,		failure to provide.
		The client sends the information. If adding the new household member and his/her income is over the IRT and would continue for the remainder of the certification period	Discontinue the case with timely notice.
		Adding the person and his/her income does not place the household over the IRT, but results in a decrease in benefits,	Decrease benefits with timely notice

NOTE: Provide timely notice to decrease or discontinue benefits when adding the new household member to the case. Do not establish an overissuance if you cannot add the new member effective the first month following the report of the change because of timely notice requirements.

Example 1:	
Scenario	A mother calls and reports one of her children has left the home.
Outcome	<b>NACF or PACF</b> Discontinue the child at the end of the month with timely notice.  This report is considered VUR because the report originates from the primary source.

Example 2:	
Scenario	A mother calls to report her newborn.
Outcome	The report is considered VUR because originates from the primary source.  Add the newborn to the case the following month. See <a href="#">63-117.11</a> and <a href="#">63-161.1</a> .

Example 3:	
Scenario	A 23-years old household member who is included in his mother's CalFresh case comes into the office to

	request CalFresh. He reports no longer purchasing and preparing (P&P) with his mother.
Outcome	<p>To establish eligibility, inquire about the living situation (household composition) and evaluate if the applicant P&amp;P's with the family.</p> <p>Verify any factor concerning household composition when deemed questionable by collateral contact when possible or documentary evidence. Refer to <a href="#">63-101.1</a> and <a href="#">63-117.28</a>.</p> <p>If the 23-year old is determined to be eligible and does not P&amp;P with the mother, he can be discontinued from the mother's case with timely notice to be approved for his own case.</p>

**NOTE:** The rules to add new household members **when voluntarily reported during the certification period** (even if the benefits decrease mid-period), applies to NACF and PACF cases.

Example 4:	
Scenario	<p>A household of three (mother and two children) with certification period of January through December 2015 has no income.</p> <p>In February, 2015 the mother voluntarily reports that her husband, who is working, moved into the home. The client does not provide verification of the income.</p>
Outcome	<ol style="list-style-type: none"> <li>1. The worker determines that the new member's income combined with the current household's income is not over the IRT.</li> <li>2. Request income verification via the CF 377.6</li> </ol> <p>If the household does not provide the verification:</p> <ol style="list-style-type: none"> <li>3. Send a "No-Change NOA" reminding the household to report the father and his income on their next SAR 7, and enter the information in the "<i>Maintain Held Change Notes</i>" page in CalWIN as a held change for follow up with the next SAR 7.</li> </ol> <p>When the household submits the May 2015 SAR 7 in June, 2015 there is no mention of the father or his income.</p> <ol style="list-style-type: none"> <li>4. Try to call the mother to resolve the discrepancy.</li> <li>5. If unable to reach the mother, consider the SAR 7 incomplete and send a "Y" suspense notice.</li> </ol>

Example 5:	
Scenario	Same situation as Example 4, but the mother cannot provide clear information about her husband's income.

Outcome	<p>1. Request verification of income via the CF 32 and allows 10 days to provide the information.</p> <p>The client sends verification of the income, which can be reasonably anticipated for the remaining of the certification period.</p> <p>2. Add the husband to the case effective March 1, 2015 and send timely notice to decrease benefits.</p> <p>NOTE: If unable to add the husband and his income effective March 1, 2015 because you cannot provide timely notice, add the husband effective April 1, 2015. Do not establish an overissuance for March 2015.</p>
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## B. TIMELINE TO ADD A NEW HOUSEHOLD MEMBER

### 1. Ongoing Households

Add a new household member to the CalFresh household effective the first of the month following the report of the change after the household provides the required verifications unless:

- a. Timely notice is required. For example, timely notice is required if the new member's income will decrease benefits; or
- b. Verification is not returned timely; or
- c. The new household member is active on another case.

### 2. Application

If the new household member is reported ...	Then add the new household member...
During the month of application,	Effective the same month of application.
In the month following the month of application but before the application is approved,	Effective the first of the month following the month of application (the month the household reported the new household member).
In the month following the month of application but after the application is approved,	The first of the following month.

## C. HOUSEHOLD COMPOSITION CHANGES REPORTED BY A THIRD PARTY

When a household composition changes is reported by another source (third party), the report is not considered VUR.

If the household's eligibility is in question, contact the household to



verify eligibility. Example: A father applies for CalFresh with a child who is receiving benefits with the mother's household.

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63-284.10  
Drug Felony  
Convictions,  
Fleeing Felon  
Status, and  
Parole/Probation  
Violations  
Reported Mid-  
Period

Non-Assistance CalFresh (NACF) recipient household are not required to report a change in drug or fleeing felon status or probation/parole violations during the certification period.

The household is required to report at the next recertification. The individual would be discontinued at the end of the certification period with timely notice.

See [63-283.9.B](#) for Public Assistance CalFresh (PACF) household's changes in drug or fleeing felon status or a parole/probation violation reports.

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63-284.11  
Voluntary  
Request for  
Discontinuance

CalFresh households may voluntarily request mid-period to discontinue:

- The entire household; or
- Any individual member of the household who is no longer in the home.

A request to discontinue the entire household or a household member is considered VUR when requested by a responsible member of the household. Take action mid-period as follows:

- If the household or the individual's request is made verbally, a 10-day NOA is required before discontinuing or decreasing benefits.
- If the request is made in writing, discontinue or decrease benefits at the end of the month with adequate notice. A 10-day NOA is not required.

The person requesting discontinuance could be the person that left the CalFresh household who no longer wishes to receive CalFresh. The individual's request for discontinuance will take precedence over the household's decision to not voluntarily report the change in household composition.

The report of the death of a household member will be treated as a request for discontinuance. If the report is verbal, take action to discontinue the case or decrease benefits at the end of the month in which timely notice can be provided. If the report is in writing, decrease or discontinue the household member at the end of the month with adequate notice.

**NOTE: The household is not required to report** household composition changes mid-period. If the household does not report that a household member has left or has died until the next SAR 7 or recertification, do not establish an overissuance and do not make a

fraud referral.

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