

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

Redetermination of CalWORKs Eligibility

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40-100.M

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Background:

State regulations require that the County conduct an annual redetermination of CalWORKs (CW) eligibility to:

- Ensure payments are issued only to eligible recipients and in the correct amount, and
- Assist recipients to:
 - Meet their financial and service needs as fully as possible, and
 - Make maximum use of their resources and capabilities.

MPP 40-181.1

Policy:

40-100.M.1 Annual Redetermination for Semi-Annual Reporting (SAR) Cases

CW recipients must complete the SAWS 2 Plus (Application for CalFresh, Cash Aid, and/or Medi-Cal/Health Care Programs) and SAWS 2A SAR (Rights, Responsibilities and Other Important Information) at:

- Initial application (Intake), and
- One-year intervals (in the 6th month of the second SAR period) following the granting of CW, to continue CW eligibility.

ACL 12-25, CPG Memo No. 13-04

40-100.M.2 Redeterminations for SAR Cases with 2-Parents/Stepparents/Caretaker Relatives

For cases with 2 parents, stepparents or Caretaker Relatives, both adults are held equally accountable for accurate reporting and repayment of overpayments. Both adults must attend a face-to-face redetermination interview and sign the SAWS 2 Plus and SAWS 2A SAR. These documents—and the Redetermination process—are considered incomplete until both signatures are obtained.

Note: The first adult must be allowed to attend the Redetermination appointment even if the 2nd adult is not present. If only one adult attends the initial Redetermination interview, the worker must schedule the 2nd adult for a separate Redetermination interview.

40-100.M.3 Late SAR Redeterminations

The worker will ensure that a discontinuance NOA is sent if the client does not complete the SAWS 2 Plus by the 15th day of the month in which the Redetermination is due. This will notify the client that their Redetermination must be completed no later than the last day of the month in which it is due to avoid discontinuance. If a recipient submits a complete SAWS 2 Plus by close of business on the last day of the month in which the Redetermination is due, the worker will rescind the discontinuance and

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determine eligibility and grant amounts; however, 10-day notice is still required for any reduction in CW benefits.

40-100.M.4 Good Cause for SAR Redeterminations

With SAR implementation, the SAR Redetermination acts as a second SAR 7. If the recipient submits a complete SAWS 2 Plus during the month following the discontinuance, the worker must determine if the recipient had Good Cause for failure to complete the Redetermination in a timely manner as outlined in [CPG 40-270.D.8, Good Cause Determination](#).

40-100.M.5 Completeness Criteria for SAR Redeterminations

A SAR Redetermination is considered complete if the recipient has:

1. Thoroughly answered all County questions pertaining to CalWORKs eligibility and grant amount;
2. Submitted income verification regarding:
 - a. The receipt date and gross amount of all earned income, and/or
 - b. The initial amount or change in the amount of all unearned income;
3. Provided sufficient address and other information on the SAWS 2 Plus to enable the County to locate him/her;
4. Provided information on the SAWS 2 Plus that is consistent with other information the County has verified as accurate (i.e., IEVS, PVS, NHR, etc.);
5. Signed the SAWS 2 Plus under penalty of perjury (unless [temporarily absent](#)). This includes each:
 - a. natural or adoptive parent or
 - b. aided spouse of a parent or
 - c. caretaker relative living in the home;
6. Completed the Redetermination interview process (**all** required adults listed in #5, above);
7. Provided a completed SAR 22 (Sponsor's Statement of Facts, Income and Resources) with the SAWS 2 Plus, if he/she is a sponsored non-citizen;
8. Provided a completed SAR 23 (Senior Parent Statement of Facts) with the SAWS 2 Plus, if he/she is a minor parent living with a senior parent.

MPP 40-181.217(a) (SAR) to (g) (SAR)

40-100.M.6 Annual Redetermination for Annual Reporting/Child Only (AR/CO) Cases

CW cases with no eligible adult in the Assistance Unit (AU) are referred to as AR/CO cases. The annual redetermination for these cases occurs in the last month of the AR/CO benefit period (Month 12). There is **no** Semi-Annual Eligibility Status Report (SAR 7) or other periodic reporting requirement for these cases. See [CPG 44-260.B., Annual Redetermination for AR/CO Cases](#)

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40-100.M.7 Semi-Annual Redetermination Using the SAR 7

CW eligibility shall be redetermined on a semi-annual basis through the use of the SAR 7. The worker must evaluate information on the SAR 7 to ensure that the recipient has ongoing eligibility and is receiving the correct grant amount, including adjustments for collection of any applicable overpayments. See [CPG 44-270 C., Semi-Annual Eligibility Status Report \(SAR 7\)](#)

40-100.M.8 Six-Month Redetermination Period for Family Reunification Cases

In Family Reunification cases, parents are subject to a CW eligibility redetermination at six-month intervals, in coordination with the Juvenile Court's review of the reunification plan.

The children in Family Reunification cases have been placed in out-of-home care by the County Child Welfare Services agency and are considered temporarily absent while their parents are receiving reunification services. See [CPG 10-015.C., CalWORKs Reunification Families](#)

MPP 40-181.1(e) (4)

40-100.M.9 Additional Determinations

Additional determinations shall be made if unexpected changes occur that affect recipient eligibility or grant level, such as, but not limited to, changes in:

- Income,
- Property,
- Household composition, and
- Other circumstances affecting recipient eligibility or grant level.

Note: The worker shall clearly outline the reason(s) why an additional determination is needed in case comments and provide the client with the same notification timeframe as with other redeterminations.

MPP 40-181.1(d)

Procedures:

Procedures regarding annual Redeterminations are outlined in CalWORKs Processing Guide [40-100.M.1](#) in the CalWIN Intranet.

Impact(s):

No impact to other Programs.

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References:

[ACL 12-25 Implementation of the Semi-Annual Reporting \(SAR\) System in the CalWORKs and CalFresh Programs](#)

[ACL 13-99 CalWORKs Program: Regulations to Implement the Semi-Annual Reporting \(SAR\) System](#)

[CalWORKs Client Correspondence Memo No. 13-04](#)

[MPP 40-181.1](#)

[MPP 40-181.1\(d\)](#)

[MPP 40-181.1\(e\) \(1\)](#)

[MPP 40-181.1\(e\) \(4\)](#)

[MPP 40-181.217\(a\) \(SAR\) to \(g\) \(SAR\)](#)

Approval for Release:

Date: 12/19/2014

Sunset Date:

This policy will be reviewed for continuance by 12/19/2017.