

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

<b>New Hire Registry (NHR)</b>	<b>Number</b>	<b>Page</b>
	44-100.R	1 of 1

**Background:**

The New Hire Registry (NHR) is a monthly data match that provides information on new or rehired employment of recipients. Employers are required to report to the NHR system within 20 days when an employee is newly hired or rehired. Matches are based on the Social Security Number for the reported employee.

**Policy:**

For Semi-Annual Reporting (SAR) households, if the new employment began mid-period, the household is not required to report this income until their next SAR 7 or recertification, unless the income is over the Income Reporting Threshold (IRT) (see [CPG 44-270.G](#)).

If the income is under the IRT, worker will enter the information in Held Changes and make a case comment. The household is required to report the new employment at the next SAR 7 or recertification, whichever comes first.

For Annual Reporting/Child Only (AR/CO) cases, if the new employment began mid-year, the household is not required to report this income until their recertification unless the income is over the IRT.

**44-100.R.1 Discrepant/Questionable Information**

Information is considered discrepant when a household fails to report a new job within the appropriate reporting period. Refer to [EPPG 01-05](#) for required worker actions.

**Procedure:**

[EPPG 01-05](#)

**Impacts:**

Refer to the following regulations for:

CalFresh: [CFPG 63-118.9](#)

Medi-Cal: [MPG Article 16, section 2](#)

**References:**

[CPG 44-270](#)

[CPG 44-260](#)

[CPG 20-000](#)

**Approval for Release:**

March 10, 2015

**Sunset Date:**

This policy will be reviewed for continuance by March 31, 2018.