

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

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Background

Senate Bill (SB) 1041 requires certain CalWORKs cases with no eligible adult in the Assistance Unit (AU) to be transitioned from a periodic reporting system to an Annual Reporting (AR) system effective October 1, 2012.

Policy

44-260.D.1 Mandatory Reporting

The following changes are required to be reported by all CalWORKs recipients within 10 calendar days:

- When income exceeds the Income Reporting Threshold (IRT) (CPG 44-260.E)
- Address changes
- Fleeing felon status
- Court findings of probation or parole violations
- Changes in household composition

Note: A person convicted in state or federal court, after December 31, 1997, of a drug related felony, is ineligible for CalWORKs from the date of conviction up to March 31, 2015. Effective April 1, 2015, the prohibition from receipt of CalWORKs for individuals has been repealed.

ACL 12-25, 12-49, 14-100, 15-92, ACIN I-02-16

44-260.D.2 Reporting Changes

Mid-Year changes may be reported in writing, online via email, by phone, or in-person at a Family Resource Center (FRC). AR/CO recipients may also provide a Mid-Year Status Report for CalWORKs and CalFresh Form (AR 3) to report a change.

This form is not required and CalWORKs will not be discontinued if a complete AR 3 is not provided.

ACLs 12-49; 12-49 Errata

44-260.D.3 Taking Action on Mid-Year Reports

Take timely action on all mandatorily reported changes. Make a case comment to document the reported information and issue a written request, as needed, for the AU to provide verification within 10 days. Timely and adequate notice is required if a mandatory report results in a decrease or discontinuation of CalWORKs.

CalWORKs may not be decreased or discontinued mid-year for any change that is voluntarily reported; however, a supplement may be issued for any voluntary report that results in an increase in benefits (CPG 44-260.C).

If a change is reported that does not require mid-year action, issue a "No Change" Notice of Action (NOA) and note the information as a Held Change for follow-up at the next annual redetermination (CPG 45-000.B.1).

NOTE: CalFresh may take action even when the reported information is a Held Change for CalWORKs (CFPG 63-261 and 63-283).

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ACLs 12-25; 12-49

44-260.D.4 Required Informing Notice

AR/CO AUs are notified of their mandatory reporting responsibilities and IRT level upon the initial approval of CalWORKs, at annual redetermination, and anytime there is a change in their CalWORKs IRT. The informing notice must be issued to the AU within 10 days of the reported change to ensure timely notification of their new IRT.

NOTE: When there is a change in IRT and the AU has not been notified of the new level, use the prior IRT level for mandatory reporting purposes and as a basis for establishing overpayments until an IRT informing notice indicating the new IRT level is issued to the AU.

ACLs 12-25; 12-49; 13-80; 13-109

44-260.D.5 Questions and Answers

Additional information and clarification may be found in CPG 45-000.B – Annual Reporting/Child Only (AR/CO) Q&A.

ACL 13-28

Procedure:

None

Impacts:

None

References:

ACL 12-25

ACL 12-49

ACL 12-49E

ACL 13-28

ACL 13-80

ACL 13-109

ACL 14-100

ACL 15-92

ACIN I-02-16

MPP 44-316.32

Approval for Release:

March 22, 2016

Sunset Date:

This policy will be reviewed for continuance by March 31, 2019.