

March 7, 2013

## CalWORKs Program Guide Letter No. 283

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**Subject** CalWORKs INCOME REPORTING THRESHOLD (IRT) FOR QUARTERLY REPORTING/PROSPECTIVE BUDGETING (QR/PB)

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**Reference** All County Letter 13-05

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**Effective Date** October 1, 2012 – September 30, 2013

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**Purpose** The purpose of this CalWORKs Program Guide Letter is to provide staff with the 2012-2013 IRT chart for the CalWORKs Program.

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**Background** Under the Quarterly Reporting/Prospective Budgeting (QR/PB) reporting system, CalWORKs recipients are required to report only certain changes in their income or family circumstances mid-quarter.

One such mandatory mid-quarter report is when the Assistance Unit (AU)'s total income exceeds the Income Reporting Threshold (IRT).

The following information regarding the IRT also applies to the Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA) and to the Trafficking and Crime Victims Assistance Programs (TCVAP).

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**2013 IRT Levels** These IRT levels became effective October 1, 2012 for all Assistance Units (AUs) with the exception of AUs assigned to the Annual Reporting/Child-Only (AR/CO) system. The AR/CO IRT will be re-released in the near future by the state.

The IRT levels for QR/PB AUs are based on the October 2012 CalFresh gross income limits which are 130 percent of the Federal Poverty Level (FPL).

Although the IRT levels were effective beginning October 1, 2012, workers will not retroactively apply the 2012-13 IRT.

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**Summary of Changes**

CPG Section [44-250 E. Mandatory Reporting and County Initiated Mid-Quarter Changes](#) has been updated and will be uploaded to the online CalWORKs Program Guide at <http://hhsa-pg.sdcounty.ca.gov> :

Changes to the CPG are noted with highlighted text :

CPG Section	Title	Program Updates/Changes
<a href="#">44-250 E</a>	Mandatory Mid-Quarter Reporting	<ul style="list-style-type: none"> <li>Added a statement for AR/CO cases</li> <li>Updated the NVRA information</li> <li>Updated the link to go to the NVRA Chapter in the EDG</li> </ul>
	Income Reporting Threshold for Recipient Family	<ul style="list-style-type: none"> <li>Added the new IRT levels per AU size</li> </ul>
	Income Over IRT	<ul style="list-style-type: none"> <li>Added <b>Note:</b> regarding income not continuing</li> </ul>

**Program Guides**

The CalWORKs Program Guide and the CalWORKs and CalFresh Assistance Standards Table have been updated with the new IRT levels:

- [CPG 44-250.E Quarterly Reporting](#)
- [CFPG 63 1102.2 CalWORKs and CalFresh Assistance Standards Table](#)

**Region 1**

Reporting Size	Income Reporting Threshold
0	\$114
1	\$1,211
2	\$1,640
3	\$2,069
4	\$2,498
5	\$2,927
6	\$3,356
7	\$3,785
8	\$4,214
9	\$4,643
10 or more	\$5,072
<i>Effective 10/1/12 to 09/30/13</i>	

**Scratch Budget**

The [QR Scratch Budget](#) is updated with the new IRT levels and is available in the Enterprise/QR Excel Spreadsheet folder on the shared "S" drive.

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**Assistance Standards Chart**

An Attachment is provided of the updated CalWORKs and CalFresh Assistance Standards Chart also reflecting the new IRT amounts.

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**CalFresh Impact**

The CalWORKs and CalFresh Assistance Standards Table can be found in CalFresh Program Guide (CFPG) Section 63-1102.2.

**PUBLIC ASSISTANCE CALFRESH (PACF)**

The HSS will take action on the CalFresh portion of the case when the household makes a CalWORKs mandatory report such as the IRT. Refer to Section [63-282.2](#) and [63-282.7](#).

When recipients are discontinued from CalWORKs benefits the HSS will establish a Transitional CalFresh (TCF) case. Refer to [CFPG 63-321](#).

**NON-ASSISTANCE CALFRESH (NACF)**

If the QR household voluntarily reports income of existing household members exceeding 130% of the FPL, the household will be discontinued mid-quarter. Refer to [CFPG 283.8](#) and [CFPG 63-284.4](#).

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**Medi-Cal Impact**

Recipients who are discontinued from CalWORKs must be evaluated for eligibility under 1931(b) or other Medi-Cal program.

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**Child Care Impact**

When recipients are discontinued from CalWORKs and are receiving Child Care Supportive Services, the Child Care Case Manager must evaluate ongoing child care benefits under Post Aid.

Refer to [CPG 10-010 P. Child Care Income](#), [CPG 10-010 Q. Child Care Eligibility](#) and [How To #855 Add Child Care Post Aid to a Closed CalWORKs Case](#) located on the [CalWIN Intranet](#).

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**Automation Impact**

The IRT levels were updated in the CalWIN system by the Project and were effective October 1, 2012.

QR 2 forms informing clients of their IRT levels will continue to auto-generate during the Batch process.

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**ACCESS Impact**

ACCESS Customer Service Agents shall provide information to callers regarding the 2012-2013 IRT chart for the CalWORKs Program, and Agents shall remind recipients to report certain changes in their income and/or Family circumstances mid-quarter.

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**Forms Subject:**

The QR 2 is already programmed in CalWIN to be issued at key **CalWORKs INCOME REPORTING THRESHOLD (IRT)**

**Impact** intervals and at IRT Change for CWs Assistance Units. This will be replaced with the SAR 2 with Semi-Annual Reporting.

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**Imaging Impact** None.

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**Operations Impact** None.

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**Quality Control (QC) Impact** Quality Control will cite the appropriate error when the instructions cited in this material are not followed or are followed incorrectly.

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**Manager Approval**

**RICK WANNE, MA MFT**  
Director  
Eligibility Operations



3-7-0

**Manager Contact** CalWORKs Program

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DP

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