

## CalWORKs Program Guide Letter No. 303

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**Subject**            **UPDATES TO APPLICATION AND REDETERMINATION INFORMATION AND ISSUANCE OF SEMI-ANNUAL REPORTING (SAR) FORMS**

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**Effective Date**    Upon Receipt

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**Reference**        Manual of Policies and Procedures (MPP) 40-107(f), 40-115, 40-126.37, 40-131, 40-173; All County Letters (ACLs) 12-25, 12-59, 13-26, and 13-80; CalWORKs Program Guide Letter No. 295; CalWORKs Client Correspondence Memo No. 13-03; and County Policy

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**Purpose**

- To provide Family Resource Center (FRC) staff with updated information regarding CalWORKs applications and redeterminations, including a current listing of required and supplemental forms to be provided to CalWORKs applicants and recipients during the initial application and annual redetermination processes; and
- To notify staff of the new and revised CalWORKs and CalFresh forms for Semi-Annual Reporting (SAR) and cases that transition between SAR and Annual Reporting/Child Only (AR/CO).

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**Background**     Updates are needed for the application and redetermination information in the online CalWORKs Program Guide (CPG).

Required CalWORKs application and redetermination forms were previously issued in 2011 via the Eligibility and Employment Operations Guide (EEOG), titled "[Standardized CalWORKs, Cash Assistance Program for Immigrants \(CAPI\), Food Stamps and Medi-Cal Forms Listing.](#)"

With the implementation of SAR, the California Department of Social Services (CDSS) issued many new and revised forms for CalWORKs and CalFresh programs due to the transition from Quarterly Reporting (QR) to SAR regulations. Interim instructions were issued via [CalWORKs Client Correspondence Memo 13-03](#) and [CalFresh Client Correspondence Memo 13-01](#).

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**Policy Change**        **APPLICATION AND REDETERMINATION SECTIONS**  
Updates to the CalWORKs application and redetermination sections

outline applicant/recipient responsibilities and make minor verbiage changes. The application and redetermination sections were also updated to replace any references to QR with information about SAR.

## FORMS

- A current listing of required and supplemental forms to be provided to CalWORKs applicants and recipients during the initial application and annual redetermination processes will be maintained in the online CPG.
- County policy requires the **Welcome Form (16-94 HHSa)** to be provided in all lobby application packets; however, the eligibility determination process or issuance of benefits will not be delayed if an individual chooses not to complete the 16-94 HHSa.
- In accordance with the implementation of SAR for CalWORKs and CalFresh programs, the new and revised SAR forms will replace existing QR forms, including shelf stock and manual forms included in all CalWORKs and CalFresh application and redetermination packets.
- Several new forms were issued for CalWORKs Annual Reporting/Child Only (AR/CO) cases that transition between SAR or that have SAR status for an associated CalFresh case.

### Summary of Updates

The following changes have been made to the online CPG:

CPG Section	Title
<a href="#">40-100.B</a>	Added additional information to applicant/ recipient responsibilities and updated information for SAR implementation.
<a href="#">40-100.H</a>	Added Table of Contents and updated information for SAR implementation. Added new link to CalWORKs Applications – Required Forms
<a href="#">40-100.M</a>	Updated information for AR/CO and SAR. New link added to CalWORKs Redeterminations – Required Forms
<a href="#">44-260.J</a>	Updated verbiage to replace QR references with SAR information. Updated information about the new informing notices for AR/CO cases and CalWORKs cases that transition between SAR and AR/CO.
<a href="#">44-270.A</a>	Updated information about the usage of informing notices for AR/CO cases and cases that transition between SAR and AR/CO. Added new block: CPG 44-270.A.8 - SAR Forms

45-200	Added the following new resources/desk aids for CalWORKs forms: <ul style="list-style-type: none"> <li>• <a href="#">Applications (Required)</a></li> <li>• <a href="#">Applications/Redeterminations (Supplemental)</a></li> <li>• <a href="#">Redeterminations (Required)</a></li> </ul>
CalWORKs Program Memos	Watermark added to CalWORKs Client Correspondence Memo 13-03 to indicate the information has been incorporated into the CPG.

Changes to the CPG are noted with highlighted text.

**Required Forms for Initial Application**

The following forms are required to be provided to CalWORKs applicants during the **initial application process**:

FORM	FORM TITLE
SAWS 1	Application for Cash Aid, Food Stamps, and/or Medi-Cal
SAWS 2 *	Statement of Facts for Cash Aid, CalFresh, and/or Medi-Cal
SAWS 2A SAR	Rights and Responsibilities and Other Important Information for the Cash Aid and CalFresh Programs, and/or Medi-Cal
GEN 1365	Notice of Language Services
20-44 HHSA	Civil Rights Information
20-46 HHSA	Language Needs
VRC **	California Voter Registration Card
16-64 HHSA **	NVRA Voter Preference Form
16-66 HHSA	Direct Deposit Sign-Up Form
16-85 HHSA	Direct Deposit Flyer
07-31C HHSA	School Attendance Informing Notice
07-33 HHSA	Orientation Form
07-252 HHSA	Information for Native American Applicants for Cash Aid
07-265 HHSA	Notice to All CalWORKs Applicants - Home Call Visit
07-319 HHSA	San Diego Community Resource Pamphlet
CCP 7	CalWORKs Stage One Child Care Request Form and Payment Rules
CW 101	CalWORKs Immunization Rules
CW 2102	The Maximum Family Grant (MFG) Rule for Recipients of Cash Aid
CW 2166	Work Really Pays! Here's How
CW 2184	CalWORKs 48-Month Time Limit
FO043S (E) FO043SP (SP)	Direct Child Support Instruction Letter

PUB 13	Your Rights Under California Welfare Programs
PUB 183 (E) PUB 184 (SP)	CHDP Information – “Free Medical and Dental Check-Ups”
PUB 275	Family Planning... Making the Commitment for a Health Future
PUB 337	Statewide Fingerprint Imaging System (SFIS)
PUB 388	California Electronic Benefit Transfer (EBT) Card
SAR 7 ***	Semi-Annual Eligibility Status Report for Cash Aid and CalFresh
SAR 7 Addendum ***	Instructions and Penalties - SAR 7 Eligibility Status Report
SAR 7A ***	How To Fill Out Your SAR 7 Eligibility Status Report
TEMP 2214	Additional Information about Electronic Benefit Transfer (EBT)
TEMP 2226	New Rules for Homeless Assistance for Persons Eligible for Cash Aid
TEMP 2252	State Law Changes the CalWORKs Earned Income Disregard
WTW 5	Welfare-to-Work (WTW) Program Notice

\* The Statement of Facts (SOF/CSF 60) generated from the CalWIN system is the equivalent of the SAWS 2.

\*\* NVRA forms will be provided to CalWORKs applicants via the **Lobby Welcome Packet** per the Eligibility Desk Guide, [NVRA – Application and RRR Packets](#).

\*\*\* The SAR 7, SAR 7 Addendum, and SAR 7A are **not** required for Assistance Units (AUs) that meet Annual Reporting/Child Only (AR/CO) criteria outlined in [CPG 44-260.A.3](#). See [Operational Impact](#) section below for additional information.

**Required Forms for Annual Redetermination**

The following forms are required to be provided to CalWORKs recipients during the **annual redetermination process**:

FORM	FORM TITLE
SAWS 2 *	Statement of Facts for Cash Aid, CalFresh, and/or Medi-Cal
SAWS 2A SAR	Rights and Responsibilities and Other Important Information for the Cash Aid and CalFresh Programs, and/or Medi-Cal
GEN 1365	Notice of Language Services
20-44 HHSA	Civil Rights Information
20-46 HHSA	Language Needs
VRC	California Voter Registration Card
16-64 HHSA	NVRA Voter Preference Form
16-66 HHSA	Direct Deposit Sign-Up Form
16-85 HHSA	Direct Deposit Flyer
07-31C HHSA	School Attendance Informing Notice

07-33 HHS A	Orientation Form
07-252 HHS A	Information for Native American Applicants for Cash Aid
07-319 HHS A	San Diego Community Resource Pamphlet
CCP 7	CalWORKs Stage One Child Care Request Form and Payment Rules
CW 101	CalWORKs Immunization Rules
CW 2102	The Maximum Family Grant (MFG) Rule for Recipients of Cash Aid
CW 2166	Work Really Pays! Here's How
CW 2184	CalWORKs 48-Month Time Limit
FO043S (E) FO043SP (SP)	Direct Child Support Instruction Letter
PUB 13	Your Rights Under California Welfare Programs
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SAR 7 **	Semi-Annual Eligibility Status Report
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WTW 5	Welfare-to-Work (WTW) Program Notice

\* The Statement of Facts (SOF/CSF 60) generated from the CalWIN system is the equivalent of the SAWS 2.

\*\* The SAR 7, SAR 7 Addendum, and SAR 7A are **not** required for Assistance Units (AUs) that meet Annual Reporting/Child Only (AR/CO) criteria outlined in [CPG 44-260.A.3](#). See [Operational Impact](#) section below for additional information.

### Usage of the SAWS 2 and SAWS 2 Plus

Preliminary information regarding the usage of the **Application for CalFresh, Cash Aid, and/or Medi-Cal/Health Care Programs (SAWS 2 Plus)** was recently issued via the [Medi-Cal Program Guide \(MPG\) Special Notice 13-09](#); however, state guidance for the CalWORKs Program is still pending from CDSS.

Until final instructions are received from CDSS, the **SAWS 2** will continue to be used for CalWORKs applications and redeterminations. Additional instructions will be issued when information is available.

### SAR Forms

The following new and/or revised forms will be used to replace existing

**and Informing Notices**

QR forms for CalWORKs and CalFresh programs:

FORM	FORM TITLE	REPLACES
CW 8 (3/13)	Statement of Facts for an Additional Person	Prior Version
CW 8A (4/13)	Statement of Facts to Add a Child Under 16	Prior Version
CW 25A (2/13)	Payee Agreement for Minor Parent	QR 25A
CW 29 (1/13)	CalWORKs Applicant Test	QR 29
CW 31 SAR (4/13)	Receipt for Documents	16-21 HHSA
CW 2103 (2/13)	Reminder for Teens Turning 18 Years Old	QR 2103
NA 960X SAR (9/13)	Notice of Action – Stop Aid – Report Not Received (X NOA)	NA 960X QR
NA 960Y SAR (9/13)	Notice of Action – Stop Aid – Report Incomplete (Y NOA)	NA 960Y QR
NA 1239 SAR (10/12)	Notice of Action – Continuation Page with Semi-Annual Reporting Budget Computation	NA 1239
SAR 2 (9/13)	Reporting Changes for Cash Aid and CalFresh	QR 2 and Prior Version
SAR 3 (4/13)	Mid-Period Status Report	QR 3
SAR 7 (8/13)	Semi-Annual Eligibility Status Report	QR 7 and Prior Version
SAR 7 Addendum (4/13)	Instructions and Penalties for the SAR 7 Eligibility Status Report	QR 7 Addendum
SAR 7A (9/13)	How to Fill Out Your SAR 7 Eligibility Status Report	QR 7A and Prior Version
SAR 22 (3/13)	Sponsor’s Statement of Facts	QR 22
SAR 23 (3/13)	Senior Parent Statement of Facts	CW 23
SAR 72 (3/13)	Sponsor’s Semi-Annual Income and Resources Report	QR 72
SAR 73 (3/13)	Senior Parent’s Semi-Annual Income Report	QR 73
SAWS 2 (4/13)	Statement of Facts for Cash Aid, CalFresh, and/or Medi-Cal	Prior Version
SAWS 2A SAR (4/13)	Rights and Responsibilities and Other Important Information for the Cash Aid and CalFresh Programs, and/or Medi-Cal	SAWS 2A QR
TEMP SAR 1 (9/13)	New Reporting Requirements for Cash Aid and CalFresh (SAR Informing Notice)	Prior Version

**NOTE:** The following forms were updated recently by CDSS: NA 960X SAR (X NOA), NA 960Y SAR (Y-NOA), SAR 2, SAR 7, SAR 7A, and TEMP SAR 1. These revised forms replace all prior versions.

**Forms Impact for AR/CO Cases**

The following **new** forms will be used for AR/CO cases:

FORM	FORM TITLE/PURPOSE
AR 2 SAR (9/13)	<b>Reporting Changes for CalWORKs and CalFresh</b> To inform AR/CO AUs subject to CalFresh SAR reporting

	responsibilities of their current IRT and to remind them of their CalWORKs AR/CO reporting requirements.
CW 2211 (9/13)	<b>Your CalWORKs Reporting Rules Have Changed (SAR to AR/CO Notice)</b> To inform households of their new reporting responsibilities when transitioning from SAR to AR/CO.
CW 2212 (9/13)	<b>The Rules for Your CalWORKs Case Have Changed (AR/CO to SAR Notice)</b> To inform households of their new reporting responsibilities when transitioning from AR/CO to SAR.

**Program Impact**

Updates to information in the application and redetermination sections affect only CalWORKs program.

The new and revised SAR forms affect CalWORKs and CalFresh programs. CalFresh Program will issue updates to the CalFresh Program Guide (CFPG) shortly.

There is no impact to other programs.

**Operational Impact for FRCs and ACCESS**

**APPLICATIONS AND REDETERMINATIONS**

Staff is responsible for reviewing the updated information and adhering to guidance provided in the CPG. At initial application and annual redetermination, Human Services Specialists (HSSs) must ensure that applicants/recipients are informed of their rights and understand their CalWORKs reporting responsibilities.

Shelf stock of CalWORKs application and redetermination packets must be reviewed on a regular basis to ensure usage of the most current form versions. Each FRC must ensure that required forms are provided to CalWORKs applicants and recipients during the initial application and annual redetermination processes. Supplemental forms may be provided to CalWORKs applicants and/or recipients due to County Policy or FRC operational procedures, but are **not** required for the CalWORKs eligibility determination.

**REPLACEMENT OF QR FORMS**

All QR forms must be replaced by the new and revised SAR forms as soon as administratively possible but no later than **October 1, 2013**, per [CalWORKs Client Correspondence Memo 13-03](#).

**TRANSITIONING FROM THE QR 7 TO THE SAR 7**

The last QR 7 issued was for Data Month July 2013 due in August 2013 for QR Cycle 3 cases. The first SAR 7 issued is for Data Month August 2013 due in September 2013 for SAR Cycle 4 cases.

Since recipients may still provide a July QR 7 during the month of September in order to be evaluated for restoration of aid, both the QR



7 and SAR 7 forms must be available through September 30, 2013.

### **UPDATED RECEIPT FOR DOCUMENTS**

FRCs may use the **Receipt for Documents (CW 31 SAR)** to replace the existing 16-21 HHS receipt that are issued to applicants and recipients who are submitting documents in the office until the CalWIN Electronic Records Management System (CERMS) becomes available.

### **SAR 7 PACKET FOR SAR HOUSEHOLDS**

The SAR 7, SAR 7 Addendum, and SAR 7A are **not** required for AR/CO AUs because SAR regulations do not apply to these AUs.

FRCs may order the SAR 7, SAR 7 Addendum, and SAR 7A as a **SAR 7 Packet** from the Xerox Print Center for staff to provide to SAR households when reviewing SAR reporting responsibilities during the face-to-face CalWORKs application and redetermination interview.

ACCESS agents may also provide the SAR 7 Packet to callers who have questions about their SAR reporting responsibilities or who need assistance or request additional information regarding the completion of the SAR 7.

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**Document  
Capture  
Impact**

New forms are not recognized by the existing Kofax and DoReS systems. New and revised SAR forms must be imaged using the existing QR form labels until CERMS becomes available.

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**Quality  
Control (QC)  
Impact**

QC will cite the appropriate error when instructions in this material are not followed or are followed incorrectly.

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**Director  
Approval**



**RICK WANNE, MA, MFT**  
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**Manager  
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CalWORKs Program

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MG/AS