

March 25, 2010

**CalWORKs PROGRAM GUIDE**  
**Special Notice**  
**10-04**

**FOOD STAMP PROGRAM GUIDE**  
**Special Notice**  
**10-06**

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Subject **REVISED ELIGIBILITY/STATUS REPORT (QR 7), QR 7 ADDENDUM AND QR 7A FORMS**

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Reference All County Information Notice (ACIN) I-03-09 and I-64-09

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Effective Date February 17, 2010

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Purpose The purpose of this Special Notice is to inform staff that the Eligibility/Status Report (QR 7), QR 7 Addendum and QR 7A, How to Fill Out Your QR 7 Quarterly Eligibility/Status Report forms have been revised.

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Background The California Department of Social Services (CDSS) revised the QR 7, QR 7 Addendum and QR 7A forms based on feedback and recommendations from the California Welfare Directors' Association (CWDA) CalWORKs County Advisory Team, CWDA Food Stamp Review and Advisory Team, advocates, and CDSS staff.

CDSS changed the QR 7 form to:

- Enhance client comprehension and readability;
- Clarify the questions for clients through wording and forms design changes;
- Eliminate unnecessary words and phrases;
- Simplify the forms by reformatting and reordering the questions;
- Improve the flow and continuity of information requested on the QR 7; and
- Increase the effectiveness and efficiency of the quarterly reporting process.

CalWIN delayed implementation of the new revised QR 7 and QR 7 Addendum forms pending CDSS translation to other languages.

The new revised QR 7 (12/08) form, the QR 7 Addendum (12/08) and QR 7A (8/09) forms were pushed into CalWIN Production on 2/17/2010.

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QR 7 Changes  
Summary

The QR 7 is now divided into two (2) parts plus a section to report an address change:

**PART 1, Income and Deductions**

- Question 1      Income received during the report month
  - Question 1a    Number of hours worked
  - Question 1b    Anticipated income changes
- Question 2      Medical costs
- Question 3      Dependant care costs
- Question 4      Court ordered child support payments

**PART 2, Changes Since Last Report**

- Question 6      Resource changes
- Question 7      Household composition changes
- Question 8      Drug related felony conviction/fleeing felon/parole violation
- Question 9      Other changes

**Address Change**

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Automation  
Impact

The revised version of the QR 7 (12/08) is being generated by CalWIN as a two-page document with printing on both the front and back (when printed via CalWIN printer). CalWIN formatted the QR 7 this way to accommodate all language translations and increased font size. This change resulted in the signature page appearing on the bottom of page 2.

Therefore, Family Resource Centers (FRC) must ensure staff “Image” both pages of the QR 7 as appropriate.

The CalWIN Project (pending approval from CDSS) will add the case number and page numbers to the footer of each page of the QR 7 to tie all questions and the signature together.

These changes are expected to take effect with the March 2010 QR 7.

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Forms Impact

Although the revised CalWIN QR 7(12/08) is a two-page document plus an Addendum (two “duplex” pages), the form from CDSS is a one-page document (one “duplex” page) with the QR 7 Addendum as a separate form.

- ◆ CalWIN will issue the QR 7 and the QR 7 Addendum in the following languages when the case is coded in CalWIN with the indicated language:

- Arabic
- Armenian
- Cambodian
- English
- Farsi
- Hmong
- Korean
- Laotian
- Spanish
- Tagalog
- Vietnamese

- ◆ All eleven (11) languages of the two-page CDSS version of the QR 7, Addendum and the QR 7A have been uploaded into the [Xerox Print Center](#). In addition, staff can access the forms in the following languages:

- Chinese
- Japanese
- Mien
- Portuguese
- Punjabi
- Russian
- Ukrainian

- ◆ The [Food Stamp Program State Forms Matrix](#) has been updated to include the revised forms, and

- ◆ All available QR 7, Addendum and QR 7A translated forms have been posted to the [S:\ENTERPRISE\Food Stamp State Forms\Other Languages State Forms](#) folder.

Staff will start using the new version of the QR 7, Addendum and QR 7A effective immediately. However, staff will accept and process the previous version of the QR 7 (4/03), if submitted by the household.

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Operational Impact

No impact.

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HSS Action

Program regulations for both CalWORKs and Food Stamps have not changed. The Human Services Specialist (HSS) will continue to follow Resource, Income and Deductions, and Quarterly Reporting/Prospective budgeting regulations explained in FSPG 63-200 through 63-280 and [CPG 44-250 A through I](#).

To be able to explain the revised forms to CalWORKs/Food Stamp applicants and recipients, it is recommended the HSS become familiar with the revised QR 7, the QR 7 Addendum and the QR 7A. ([FSPG 63-115.3](#) and [63-273.1](#); [CPG 44-250 A.](#))

**NOTE:** It has been reported that some clients are not returning both pages of the revised QR 7, and FRCs can mistakenly accept, scan and image only one page of the QR 7. Staff must ensure that all pages of the QR 7 are received and imaged as appropriate.

The QR 7 will be considered incomplete if the client does not provide the second page of the form, which includes the date and signature.

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ACCESS Impact

ACCESS agents will provide and explain updated information regarding the Revised QR 7 Status Report to clients.

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Imaging Impact

Currently Imaging functionality only accepts one duplex page of the QR7. The "Revised QR7 How To Scan" workaround provides instructions that enable staff to image the double-sided pages. The workaround includes the following steps:

1. Scan the two double-side pages of revised QR7
2. For the Document Review modules, re-identify the "Form Type" as "16-137 TOA Documentation" to bypass the "*KTM Document Review*"
3. Re-select back to "QR7" in the "*KTM Validation*" module.

These action steps are necessary so that both pages of the QR7 are released to the correct location in DoReS and mapped to the correct CalWIN window.

The full version of the "Revised QR7 How To Scan" workaround, including screen prints, can be downloaded from the following link: [S:\ENTERPRISE\Imaging Project\Desk Aids\Revised QR7 How To Scan workaround Feb 2010 \(4\).doc](#). A permanent fix is under development and staff will be informed once the permanent fix is ready to be promoted to Production.

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Quality Assurance (QA) Impact

Quality Assurance (QA) review procedures have not changed. QA will cite an error when the QR 7 report is not processed according to regulations stated in [FSPG 63-273](#), [63-274](#), [63-275](#) and [CPG 44-250 A through I](#). However, QA will not cite an error if the HSS accepts and correctly processes the previous version of the QR 7.

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Manager Approval

*Original signed on March 25, 2010*

A handwritten signature in blue ink, appearing to read 'Sylvia Meleña for', is written over the printed name.

**SYLVIA MELENA**  
Self-Sufficiency Programs  
Strategic Planning & Operational Support

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OA/DP