

County of San Diego, Health and Human Services Agency (HHS)
Joint CalWORKs, CalFresh, and General Relief Special Notice

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Issue Date:

November 3, 2015

Effective Date:

January 1, 2016

Background:

Employees in California are required to be paid the minimum wage as required by state law, with certain exceptions. Current California minimum wage is \$9.00 per hour effective July 1, 2014.

Purpose:

To inform Eligibility and Employment Services workers of the increase in the statewide minimum wage and its impact on CalWORKs, CalFresh, General Relief (GR) Work Project assignment and credit, Welfare-to-Work (WTW), and CalFresh Employment and Training (E&T).

Policy:

The minimum wage will increase to \$10.00 per hour effective January 1, 2016.

CalWORKs and CalFresh Program guides have been updated to incorporate web links to the [State of California Minimum Wage](#).

Procedure:

CalWORKs and CalFresh Programs – Reasonably Anticipated Income

Income is reasonably anticipated when the eligibility worker determines it is reasonably certain that the recipient will receive a specified amount of income during any month of the payment period; this applies to both earned and unearned income.

Employed individuals are expected to report income reflecting the minimum wage increase beginning January 2016 Data Month (SAR 7) or February 2016 redetermination/recertification (RRR), and eligibility workers will evaluate the reported income for the upcoming payment period as appropriate. If the eligibility worker is unable to obtain clarification, the SAR 7 or recertification will be considered incomplete until all needed information or verification is obtained.

If the customer reports a pay increase prior to January 1, 2016, eligibility worker must use current reporting regulations to determine when the change of income should be used in the budget. Additionally, the eligibility worker must clarify with the customer and request verification as necessary to determine if the income can be reasonably anticipated and budgeted in the upcoming payment period.

Welfare-To-Work

Employment Case Managers (ECMs) are required to perform the [Simplified CalFresh Program \(SCFP\) Calculation](#) to determine the maximum number of hours that a participant can be required to participate in a Work Experience (WEX) or Community Service Remote (CSR) assignment. Through

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December 31, 2015, ECMs are required to use the minimum wage amount of \$9.00 when completing such calculation.

CalFresh

For WINS, if verification provided does not include the hours worked, divide the Work-Eligible Individual's (WEI) wages by the sum of State minimum wage plus fifty cents (State Minimum Wage + \$0.50) to determine if they meet the hours requirement.

State and Federal Minimum wages are used in the following computations:

- CFAP Work Requirements
- Work Registration Requirements
- Voluntary Quit
- Student Eligibility Requirements
- WINS Eligibility
- Employment and Training Work Requirement
- Employment and Training Exemption Criteria
- Determination of Workfare Hours

CalFresh Employment and Training (E&T)

For Employment and Training, the number of hours assigned each month is determined by dividing the household's CalFresh allotment by the Federal or State minimum wage, whichever is higher. Currently, the California minimum wage is higher.

General Relief

Effective with the February 1, 2014 GR changes, the Work Project assignments are determined by dividing the net grant by the federal or state minimum wage, whichever is higher. The credit for Work Project completed is determined by multiplying the hours worked by the current federal or state minimum wage, whichever is higher.

GR workers and CalFresh Employment and Training (E&T) Social Workers must use the new California Minimum Wage for Work Projects assigned for January 2016 and ongoing.

Impacts:

Automation

No impact

Forms and Document Capture

Workers are required to image all forms, paystubs and employment verification received by the customers.

Other Programs Affected

Noted under the Procedure section above

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Quality Control (QC)

QC will cite the appropriate error when these regulations are not applied.

Management Reporting

None

References:

[ACIN I-81-15](#)

[AB 10 Chapter 351 Statutes of 2013](#)

Sunset Date:

This policy will be reviewed for continuance by November 30, 2018.

Approval for Release:



Rick Wanne, Director
Eligibility Operations