

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide Special Notice**

CalWORKs Tier 1 IRT Level for FFY 2016

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Issue Date:

January 29, 2016

Effective Date:

Upon Receipt

Background:

The CalWORKs Income Reporting Threshold (IRT) level for an Assistance Unit (AU) is the lower of two tiers. The two tiers include:

- 1) 55 percent of the Federal Poverty Level (FPL) for a family of three, plus the amount of income last used to calculate the AU's monthly grant amount.
- 2) The amount of income likely to render the AU ineligible for CalWORKs benefits.

Under Semi-Annual Reporting (SAR) and Annual Reporting/Child-Only (AR/CO) reporting regulations, CalWORKs recipients are required to report only certain changes in their income or family circumstances mid-period. One such mandatory mid-period report is when the AU's total income exceeds the IRT level. AUs with either no income or with unearned income only are required to report if they receive new earned income that, when combined with other household income, exceeds the IRT level mid-period. Therefore, AUs with unearned income only are not required to report when that income by itself exceeds the IRT mid-period. Income that must be reported for IRT purposes is the total combined earned and unearned income for the AU that exceeds the IRT level.

Purpose:

To inform eligibility workers of the updated Tier 1 IRT level. CalWORKs Tier 1 IRT level increased from \$907 to \$921 plus the gross income amount last used in the CalWORKs benefit determination.

Policy:

The eligibility worker must inform recipients of their IRT level at least once per SAR or AR/CO Payment Period, or whenever the AUs IRT level changes. The IRT level in which the recipient was last notified will be used for reporting purposes until the county has had an opportunity to update the recipient of any applicable IRT level change.

Procedure:

The CalWORKs AU must be informed of their IRT level using the SAR 2, AR 2 SAR, or AR 2 CR form as appropriate upon approval of application and at any time the household or AU's IRT level changes during the certification/payment period.

The CalWIN reference table for the Tier 1 level was updated on December 12, 2015. The change in IRT level will be effective after the processing of a periodic report, renewal or when the AU reports a change in income; whichever occurs first. The eligibility worker shall not retroactively apply the IRT levels.

The CalWORKs Assistance Standard Chart desk aid and the CalWORKs/CalFresh Scratch Budget had been updated to reflect changes in the Tier 1 IRT level per ACL 15-75.

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Impacts:

Automation:

CalWIN PROD will issue the appropriate informing notice to the AU after the processing of periodic report, renewal or whenever the AU reports a change in income. No further action is required by the eligibility workers.

Forms and Document Capture:

None

Other Programs Affected:

None

Quality Control (QC):

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

Management Reporting:

None

References:

[ACL 15-06](#)

[ACL 15-06E](#)

[ACL 15-75](#)

Sunset Date:

This policy will be reviewed for continuance on or by January 31, 2017.

Approval for Release:



Rick Wanne, Director
Eligibility Operations