

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

Title	Number	Page
<b>Semi-Annual Reporting (SAR) Cycle</b>	<b>63-272</b>	1 of 2

**Background:**

All CalFresh recipients are required to submit Semi-Annual Reporting (SAR). The SAR Cycle will be determined by the Beginning Date of Aid (BDA). The number of SARs the household will be required to submit depends on the household composition and types of income.

**Policy:**

**63-272.1 SAR Reporting Cycle Description:**

Households will have 1 to 3 SARs to submit during the certification period depending on household composition and income types. Each case is assigned to one of six SAR cycles. (63-271.2)

The following terminology is used to describe the months and the period of an individual SAR cycle:

**A. DATA MONTH**

The month for which the customer is required to report all information necessary to determine eligibility.

**B. SUBMIT MONTH**

The month in which the SAR 7 or the recertification forms must be submitted.

**C. SAR PAYMENT PERIOD**

The period in which benefits are issued. The period that starts with the (BDA) or the month after the Submit Month.

1. Households with a 12-month certification period will submit a SAR 7 at 6 months.
2. Households with a 24-month certification period and no earned income will submit one SAR 7 at 12 months.
3. Households with a 24-month certification period with earned income will submit a SAR 7 at 6, 12, and 18 months.

(Refer to CalFresh SAR, Data and Submit month desk aid.)

**63-272.2 SAR Cycle:**

SAR cycles are based on the BDA. The first month for which benefits are issued will be the first month of the SAR cycle. The BDA is considered the first SAR Payment Month regardless of whether actual benefits are issued in that month or as a supplemental payment in a subsequent month.

Because the SAR cycle is based on the BDA, if a household is not eligible in the month of application, their SAR cycle will not align with the date of application.

Households are assigned one of six cycles based on their BDA:

- January and July BDA months are cycle one.
- February and August BDA months are cycle two.
- March and September BDA months are cycle three
- April and October BDA months are cycle four.
- May and November BDA months are cycle five.
- June and December BDA months are cycle six.

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

<b>Title</b>	<b>Number</b>	<b>Page</b>
<b>Semi-Annual Reporting (SAR) Cycle</b>	<b>63-272</b>	2 of 2

**63-272.3 Alignment of CalFresh and CalWORKs cycles:**

For Public Assistance CalFresh (PACF) cases, the CalFresh and CalWORKs cycle and recertification/redetermination dates must be aligned.

- If a household applies for CalWORKs and is already receiving CalFresh, the reporting cycle/redetermination for CalWORKs **must be aligned** with the existing CalFresh reporting cycle/ recertification.
- If a household applies for CalFresh and is already receiving CalWORKs, the reporting cycle/recertification for CalFresh **must be aligned** with the CalWORKs reporting cycle/ redetermination.

When adding the new program (CalFresh or CalWORKs) to an existing case, use the existing case recertification/redetermination month for the new case. Set the certification period at application or recertification for less than 12 months to align with the existing program. Refer to Definitions and Example

**NOTE: If the existing CalFresh household has a 24 month certification period, align CalWORKs to the CalFresh SAR due at 12 months. The 2<sup>nd</sup> CalWORKs redetermination will then be aligned with CalFresh recertification at 24 months.**

**Procedure:**

Definition and Examples (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

Desk Aid Certification Periods and Submit Months (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

Desk Aid SAR Cycle Table (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

Desk Aid SAR Payment Periods (S:\ENTERPRISE\Food Stamp State Forms\SPOS Folder\Guides Charts & Tables)

**Other Program Impacts:**

CalWORKs program

**References:**

ACL 15-90

**Sunset Date:**

This policy will be reviewed for continuance by 06/03/19

**Release Date:**

06/03/2016