



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

April 8, 2013

ALL COUNTY LETTER NO. 13-26

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL CALFRESH COORDINATORS  
ALL COUNTY REFUGEE COORDINATORS  
ALL CONSORTIA MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) AND CALFRESH PROGRAMS: NEW AND REVISED FORMS AND  
NOTICES OF ACTION (NOAs) FOR THE SEMI-ANNUAL REPORTING (SAR)  
SYSTEM

REFERENCE: Assembly Bill (AB) 6 (Chapter 501, Statutes of 2011), All County Letter (ACL)  
NO. 12-25, and ACL NO. 12-59.

ACL No. 12-25, dated May 17, 2012, issued new policy instructions to the County Welfare Departments (CWDs) for the implementation of SAR in CalWORKs and CalFresh. ACL No. 12-59, dated, October 29, 2012, issued the first set of new and revised forms and NOAs to be used in conjunction with the new SAR policies. The purpose of this ACL is to transmit the second set of SAR forms. Three of the revised forms (the SAWS 2, the CW 8 and the CW 8A) can all be used as soon as administratively possible, and must be used no later than upon implementation of SAR. CWDs should begin using the remaining new and revised forms attached to this ACL upon implementation of SAR in each county. Changes to required forms, other than adding the county name, logo and contact information must be approved by CDSS prior to making the change unless instructed otherwise.

The remaining SAR forms and NOAs will follow in a subsequent ACL.

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

## **CAMERA READY COPIES AND TRANSLATIONS**

For camera-ready copies in English, contact the Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). If your office has internet access you may obtain these forms from the CDSS webpage at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

When all translations are completed per Manual of Policies and Procedures (MPP) Section 21-115.2, including Spanish forms, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm).

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the [GEN 1365-Notice of Language Services](#) and a local contact number.

CWDs shall ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services shall be provided free of charge to the applicant/recipient. In the event that CDSS does not provide translations of a form, it is the county's responsibility to provide the translation if an applicant or recipient requests it. More information regarding translations can be found in MPP Section 21-115.

This ACL and other CDSS Letters and Notices are available on the internet at: <http://www.dss.cahwnet.gov/lettersnotices/default.htm>

If you have any questions regarding this ACL, please contact your CalWORKs County Consultant at (916) 654-1322. For questions related to CalFresh Policy, please contact the CalFresh Policy Bureau at (916) 654-1896.

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

Attachments

## CalWORKs AND CALFRESH FORMS FOR SEMI-ANNUAL REPORTING (SAR)

Form #	Form Title, Description, Explanation of Changes, and Directions for Use
CW 8 (03/13)	<p><b><u>Statement of Facts for an Additional Person (Recommended Form)</u></b></p> <p>This form will replace the current version of the CW 8 as soon as administratively possible, and no later than upon implementation of SAR. This form is used to add an additional person to an existing CalWORKs or CalFresh case. This form was updated with technical changes, such as updating form names and replacing references to Food Stamps with CalFresh; question 4 was updated to refer to “parent or caretaker relative” rather than “mother and father;” question 7 regarding Foster Care was updated to ensure Foster Care children are presented with all of their health care options; question 10 was split up into two questions: one about fleeing felons and one about parole or probation violations; question 17 was updated to ask if the earned income is expected to continue and to give clients a place to enter the anticipated start date of a new job; and question 22 was updated to ask if the unearned income is expected to continue.</p>
CW 8A (04/13)	<p><b><u>Statement of Facts to Add a Child Under 16 (Recommended Form)</u></b></p> <p>This form will replace the current version of the CW 8A as soon as administratively possible, and no later than upon implementation of SAR. This form is used to add a child under age 16 to an existing CalWORKs or CalFresh case. This form was updated with technical changes, such as updating form names and replacing references to Food Stamps with CalFresh; question 2 was updated to refer to “parent or caretaker relative” rather than “mother and father;” question 3 was added regarding Foster Care to ensure Foster Care children are presented with all of their health care options; question 5 was updated to ask if any changes to the income are expected; question 11 was split up into two questions: one about fleeing felons and one about parole or probation violations; and questions 11, 12 and 13 were reworded to clarify that the child must have been charged as an adult for the felony crimes in question and have been found by a court of law to be in violation of their probation or parole.</p>
CW 25A (02/13)	<p><b><u>Payee Agreement for Minor Parent (Required Form, Substitutes Permitted)</u></b></p> <p>This form will replace the QR 25A upon implementation of SAR. This form is used for minor parent cases to designate the adult parent, legal guardian, or other adult relative as the payee in the minor parent’s CalWORKs case. This form was updated to change the reference from quarterly report forms to annual or semi-annual report forms, so this form can be used under both the SAR and Annual Reporting/Child Only (AR/CO) reporting systems.</p>
CW 29 (01/13)	<p><b><u>Applicant Test (Recommended Form)</u></b></p> <p>This form will replace the QR 29 as soon as administratively possible, and no later than upon implementation of SAR. The use of this form</p>

has not changed. This form is used to determine if the applicant passes the intake financial eligibility test. This form was updated to change the designation from a QR form to a CW form so that it can be used under QR, SAR or AR/CO reporting systems.

**CW 31 SAR (04/13)**

**Receipt for Documents (Recommended Form)**

This form will replace the current version of the CW 31 upon implementation of SAR. The use of this form has not changed. This form is used as a receipt for any documents that clients turn into the county. This form was updated to correct the references to outdated forms with the forms that will be used under SAR and AR/CO.

**CW 2103 (02/13)**

**Reminder for Teens (Required Form, Substitutes Permitted)**

This form will replace the QR 2103 as soon as administratively possible, and no later than upon implementation of SAR. The use of this form has not changed. This form is given to teens turning 18 years old to inform them under what circumstances they may continue to receive aid in their parent's case and if they may be able to start their own AU. The designation of this form was changed and it was updated to remove the reference to "quarter" so this form can be used under QR, SAR or AR/CO reporting systems. This form was further amended to add a bullet stating that: if you are 18 years old and pregnant, and don't have other children, you may be able to get cash aid once your pregnancy is verified, if you are not otherwise eligible for the Cal-Learn program.

**SAR 3 (04/13)**

**Mid-Period Status Report (Recommended Form)**

This form will replace the QR 3 upon implementation of SAR. The use of this form has not changed. This form is used by clients to report mandatory or voluntary changes that have occurred since they last reported. This form was updated to change references from Food Stamps to CalFresh; to clarify that reporting income over the Income Reporting Threshold is now a mandatory report for both CalWORKs and CalFresh households; to make separate bullets to report fleeing felons or parole/probation violations; to give clients a place to report that they have become homeless; and to define ABAWDs.

**SAR 7 Addendum  
(04/13)**

**Instructions and Penalties for the Eligibility Status Report  
(Required Form, Substitutes Permitted)**

This form will replace the QR 7 Addendum upon implementation of SAR. The use of this form has not changed. This form is used to help clients complete their SAR 7 by giving them examples of types of income, property, housing costs, and expenses. This form also informs clients of the penalties for cash aid and CalFresh fraud. This form was updated to change references from Food Stamps to CalFresh and to add a definition of gross income.

**SAR 22 (03/13)**

**Sponsor's Statement of Facts (Mandatory Form, Substitutes Permitted)**

The SAR 22 will replace the QR 22 upon implementation of SAR. This form is a mandatory supplement to the SAWS 2 for sponsored noncitizens to deem the sponsor's income and resources. This form was updated with technical changes and language clarifications; SAR

reporting requirements were explained on the coversheet; and an additional question was added regarding any anticipated changes in income.

**SAR 23 (03/13)**

**Senior Parent Statement of Facts (Required Form, Substitutes Permitted)**

This form will replace the CW 23 upon implementation of SAR. This form is a mandatory supplement to the SAWS 2 for minor parent's to deem the senior parent's income and resources. This form was updated with technical changes and an additional question was added regarding any anticipated changes in income.

**SAR 72 (03/13)**

**Sponsor's Semi-Annual Income and Resources Report (Required Form, Substitutes Permitted)**

This form will replace the QR 72 upon implementation of SAR. The use of this form has not changed. This form was updated to more closely mirror the SAR 7 in the manner that it asks about income, resources, and other changes since the sponsor last reported. It was also updated to ask about any known changes in the next six months.

**SAR 73 (03/13)**

**Senior Parent's Semi-Annual Income Report (Required Form, Substitutes Permitted)**

This form will replace the QR 73 upon implementation of SAR. The use of this form has not changed. This form was updated to more closely mirror the SAR 7 in the manner that it asks about income, resources, and other changes since the senior parent last reported. It was also updated to ask about any known changes in income in the next six months.

**SAWS 2 (04/13)**

**Statement of Facts (Required Form, Substitutes Permitted)**

This form will replace the current version of the SAWS 2 as soon as administratively possible, and no later than upon implementation of SAR. The SAWS 2 will still be used as the application and redetermination/recertification for CalWORKs, CalFresh, and Medi-Cal; however, under SAR, the SAWS 2 will take the place of the second semi-annual eligibility report and under AR/CO, the SAWS 2 will be the only required eligibility report per year. This form was updated with technical changes; question 6 regarding Foster Care was updated to ensure Foster Care children are presented with all of their health care options; question 20 was updated to ask if the reported income is expected to continue in order to reasonably anticipate income and calculate benefits for the upcoming payment period; question 20 was also updated to give clients a place to report the anticipated start date of a new job; a bullet was added to question 25 asking about any jobs the county helped the client to get as a prompt to help determine if former CalWORKs recipients became ineligible for cash aid due to AB 98 Subsidized Employment income; question 47 was split up into two questions: one about fleeing felons and one about parole or probation violations; and the reference to SFIS was removed in regards to CalFresh.

**SAWS 2A SAR (04/13) Rights, Responsibilities And Other Important Information For The Cash Aid And CalFresh Programs, And/Or Medi-Cal/34-County Medical Services Program (CMSP) (Required Form, No Substitute Permitted)**

This form will replace the SAWS 2A QR upon implementation of SAR. The use of this form has not changed. This form has been modified for use under SAR and AR/CO; technical changes were made; CalFresh rules regarding providing social security numbers and citizenship information were updated; SAR and AR/CO reporting and budgeting rules were explained in detail; instructions regarding fingerprinting and photo imaging were revised to clarify that these rules only apply to cash aid; it was clarified that a person must have been found by a court of law to be in violation of probation or parole; the ABAWD acronym was replaced with a description of this population; the earned income disregard was changed back to \$225 because it will be restored to that level effective October 1, 2013 when SAR will be implemented; property limits for aged and disabled were updated from \$3000 to \$3250 (to match the CalFresh property limits as explained in ACIN I-62-11E); and the amount of benefits wrongly paid out resulting in a felony was updated from \$400 to \$950.

**NOTE:** The CW 30 CalWORKs Budget Worksheet, will be revised for use under SAR and AR/CO and will be released shortly in the ACL transmitting the implementation instructions regarding reinstating the \$225 Earned Income Disregard, effective October 1, 2013.