



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](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

September 26, 2013

ALL COUNTY LETTER NO. 13-80

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

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

REFERENCE: Assembly Bill (AB) 6 (Chapter 501, Statutes of 2011), All County Letter (ACL)  
No. 12-25, ACL No. 12-59, and ACL No. 13-26.

The purpose of this ACL is to transmit the third and final set of forms and NOA messages to be used under SAR. ACL 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 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. ACL 13-26, dated April 8, 2013, issued the second set of new and revised SAR forms. This ACL includes revised versions of the following forms that were previously released in ACL 12-59:

- SAR 2
- SAR 7
- SAR 7A
- TEMP SAR 1

In addition, this ACL includes the AR 2 SAR form. CWDs must begin using the new and revised forms, NOAs, and NOA messages 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.

REASON FOR THIS TRANSMITTAL

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

### **New and Revised NOA Messages**

- 1) **M40-181**: Use this NOA message to discontinue cash aid when the CalWORKs redetermination (RD) SAWS 2 form has not been received by the CWD by the 15<sup>th</sup> of the month or was received but was not complete. CWDs must also use this NOA message when an RD interview has not been completed. If the SAWS 2 was incomplete, the CWD must specify the missing information. This NOA message may be used under both SAR and Annual Reporting/Child Only (AR/CO).
- 2) **M40-181C SAR**: This NOA message is the Balderas Reminder Notice to be used for cases that have not submitted a complete SAR 7. The CWD must send this notice no later than five days prior to the end of the month and must send it when staff cannot contact the client by telephone.
- 3) **M44-316 SAR**: This NOA message is used to inform clients that information reported during the semi-annual period results in no change to their benefit amount or would not cause the amount to increase. Use this form for all voluntary reports that will not change the grant amount except for voluntary reports of property. The M44-316C SAR NOA message should be used for voluntary mid-period reports of a change in property. Use the NA 1239 SAR as a continuation page to show the budget calculation.
- 4) **M44-316A**: Use this NOA message to inform clients that a change in income they reported mid-period has resulted in no current change to their benefit amount, but it will cause a change in a future month of the payment period. This NOA message may be used under both SAR and AR/CO.
- 5) **M44-316B**: Use this NOA message to inform clients that their grant will be decreased based on a report of income over their Income Reporting Threshold (IRT). This NOA message may be used under both SAR and AR/CO.
- 6) **M44-316C SAR**: Use this NOA message to inform clients that information reported about property during the semi-annual period has resulted in no change to their benefit amount or eligibility. This NOA also includes the property spend-down rules and informs clients that if they verified this change, they do not need to re-report it on their next SAR 7.
- 7) **M44-316D SAR**: Use this NOA message to inform clients when their cash grant is changing based on a previously reported and verified change. For example, if a client reports on their SAR 7 that they reasonably anticipate their current income will increase from \$500 a month to \$800 a month beginning in the third month of the SAR payment period, this notice would be sent during the second month of the SAR payment period to give timely notice that the next month's grant will be changing based on the income that was reasonably anticipated at the time of the SAR 7 report. This NOA message may be used under both SAR and AR/CO.
- 8) **M44-350I SAR**: Use this NOA message to inform clients about the discovery of an overpayment (OP) without an accompanying grant adjustment. This will happen when the current grant amount is correct and grant adjustment cannot yet begin due to semi-annual reporting rules or because the CWD is already collecting on a separate OP. This NOA message may be used under both SAR and AR/CO. (Note: Because under

AR/CO CWDs may initiate recoupment on an overpayment mid-period, this would only be applicable under AR/CO if the CWD is already collecting on a separate overpayment.)

- 9) **M44-352H SAR:** Use this NOA message to inform clients that a grant adjustment will now begin on a previously noticed OP. This NOA message may be used under both SAR and AR/CO.

### **New and Revised SAR Forms and Notices**

**AR 2 SAR:** The AR 2 SAR was created to inform AR/CO cases with CalFresh Semi-Annual Reporting responsibilities of their current IRT and remind them of their CalWORKs AR/CO Reporting requirements. CWDs must inform recipients of their IRT no less than at each RD and recertification, or whenever their IRT changes. CWDs may modify the AR 2 SAR to include the county name and contact information without prior approval from CDSS. No other changes will be permitted.

**SAR 2:** The SAR 2, Reporting Changes for Cash Aid and CalFresh (Recommended Form), has been amended and shall replace the version of the SAR 2 released in ACL 12-59 to be used upon implementation of SAR. This version was updated to correct the list of CalFresh mandatory mid-period reports, to remove "address change," and to add the CalFresh IRT reporting requirements under semi-annual reporting. A bullet was also added informing clients that some changes they voluntarily report may result in a decrease to their CalFresh benefits.

**SAR 7 and SAR 7A:** On the SAR 7, question numbers 3, 4, 5, 7, 9, 10, and 11 were revised slightly. The revisions are mainly intended to reduce the occurrence of incomplete reports. Question 3 eliminated the language pertaining to new/changed housing costs. Question 4 was revised to specify "CalWORKs-only" and included changes to the language that increased the specificity of the questions. Questions 5 and 7 were changed such that clients only need to answer them if a change actually occurred. Thus, if the client fails to answer, the report will not be considered incomplete. Question 9 was revised such that the "will this income continue" box was eliminated, because the box below effectively asks the same question--i.e., "will there be any changes to your job or income...." By eliminating duplicative questions, the chances for contradictory answers and/or incomplete reports are reduced. Question 11 was revised to specify "CalWORKs only."

The titles of the SAR 7 and the SAR 7A were revised for consistency, so the SAR 7 is now called the "SAR 7 Eligibility Status Report" (instead of the Eligibility Status Report) and the SAR 7A is now called the "How to Fill Out Your SAR 7 Eligibility Status Report" (instead of the "How to Fill Out Your SAR 7 Semi-Annual Eligibility/Status Report). In some places, there was a "/" between the words "Eligibility" and "Status" and those slashes were removed for consistency. The title of the SAR 7 was moved to the left-hand side of the top of the form and the words "Report Month" were moved to the right-hand side of the form, so it is clear that the title of the form is the "SAR 7 Eligibility Status Report." The signature block of the SAR 7 was clarified to indicate that it is "registered" domestic partners that must sign for CalWORKs.

The SAR 7A's "fleeing felon," "actively seeking," and "running from the law" language was modified for the purposes of greater clarity and less redundancy. The SAR 7A's "Penalties" section was revised in form, not content, for better readability.

**TEMP SAR 1:** The TEMP SAR 1 was revised to inform clients that for CalFresh only, some voluntary reports may decrease their benefits.

**SAR to AR/CO Notice:** This informing notice has been created to inform clients when their case is moving from SAR to AR/CO. It includes a description of the basic differences between the two reporting systems and describes the mandatory reporting requirements under AR/CO. This notice will be sent along with the NOA informing the client of the removal of the eligible adult from their case. For cases that are also receiving CalFresh, an additional informing notice regarding CalFresh reporting requirements will be sent.

**AR/CO to SAR Notice:** This informing notice has been created to inform clients when their case is moving from AR/CO to SAR. It includes a description of the basic differences between the two reporting systems and describes the mandatory reporting requirements under SAR, including a description of the IRT rules. This notice will be sent along with the NOA informing the client of the addition of an eligible adult to their case. For cases that are also receiving CalFresh, an additional informing notice regarding CalFresh reporting requirements will be sent.

**NOTE:** The NA 1239 Continuation Page with Semi-Annual and Annual Reporting Budget Computation was released as the NA 1239 AR in ACL No. 12-49 and as the NA 1239 SAR in ACL 12-59. The NA 1239 SAR will replace the AR version of this form effective October 1, 2013, when the Earned Income Disregard increases from \$112 to \$225, and from that point forward, shall be used for both SAR and AR/CO.

### **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>

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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

State of California  
Department of Social Services

Noa Msg Doc No.: M40-181 Page 1 of 1  
Action : Discontinue  
Issue: Application Processing  
Title: SAWS 2 Redetermination  
Of Eligibility

Auto ID No.:  
Source :  
Issued by : ACL No. 13-80  
Reg Cite : 40-105.1, 40-181.2; .311

Use Form No. : NA 290  
Original Date : 05-01-13 New  
Revision Date : 09-23-13

MESSAGE:

As of \_\_\_\_\_, the County is stopping  
your cash aid.

Here's why:

We have not received your annual  
redetermination of eligibility (SAWS  
2).

We received your SAWS 2, but it was  
incomplete. It was missing:\_\_\_\_\_.

You did not complete your  
interview.

In order to stop this action, you must  
submit a complete SAWS 2 or call us to  
schedule an appointment before the end  
of this month. The information you give  
us may change or stop your benefits.

INSTRUCTIONS: Use to discontinue cash aid when the redetermination has not  
been received or is not complete. If the SAWS 2 was submitted, but was  
incomplete, specify what was incomplete on the report. This NOA message may  
be used under both SAR and AR/CO.