



CDSS

WILL LIGHTBOURNE
DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

April 26, 2016

ALL COUNTY LETTER NO. 16-25

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY WELFARE-TO-WORK COORDINATORS
ALL COUNTY CONSORTIUM PROJECT MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) ASSEMBLY BILL (AB) 959 NEW NOTICE OF ACTION (NOA) MESSAGES

REFERENCES: AB 959 (CHAPTER 506, STATUTES OF 2011); WELFARE AND INSTITUTIONS CODE (WIC) SECTION 11265.4 (a); ALL COUNTY LETTER (ACL) 12-35; ALL COUNTY INFORMATION NOTICE (ACIN) I-01-14; MANUAL OF POLICES AND PROCEDURES (MPP) SECTIONS, 40-103.54 SAR, 40-125.94 SAR, 40-181.221 SAR, 40-181.23 SAR

The purpose of this All County Letter (ACL) is to transmit four new Notice of Action (NOA) messages which have been developed to reflect changes in the CalWORKs Program pursuant to AB 959 (Chapter 506, Statutes of 2011). This ACL also obsoletes NOA message M40-125A. This law changed the way County Welfare Departments (CWDs) process recently discontinued CalWORKs and CalFresh cases who submit a completed Semi-Annual Report (SAR 7) in the month following discontinuance for failure to submit a completed SAR 7 in the submit month.

The CWDs must restore benefits to the Assistance Unit (AU) without requiring a new application or intake interview, provided all other eligibility criteria are met. Eligibility and benefits shall be determined based on the complete submitted SAR 7 and prorated from the date the AU provides the complete SAR 7. The recipient shall be issued NOA M40-125B informing them of the change. CWDs should begin using the attached NOA messages as soon as administratively feasible but no later than October 31, 2016.

New Notices of Action

The following NOA messages should be used when a recipient requests restoration of aid after a discontinuance for failure to submit a complete SAR 7 in the submit month.

Message	Title	Action
M40-125B SAR	Restore After SAR 7 Discontinuance	Approve
M40-125C SAR	Incomplete Semi-Annual Report SAR Form for Denial of Restoration	Deny
M40-171D SAR	Basic Approval/Restoration	Approve
M44-207I SAR	Denial of Restoration	Deny

CAMERA READY COPIES AND TRANSLATIONS:

For a camera-ready copy in English, contact the CDSS Forms Management Unit at fmudss@dss.ca.gov. You may obtain these forms from the CDSS webpage at: <http://www.dss.cahwnet.gov/cdssweb/PG167.htm>.

When all translations are completed per Manual of Policies and Procedures (MPP) Section 21-115.2, 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.

For questions on translated materials, please contact the CDSS 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. <http://www.cdss.ca.gov/cdssweb/entres/forms/Multi/GEN1365MUL.pdf>

The 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 CWD's responsibility to provide interpreter services if an applicant or recipient requests them. More information regarding translations can be found in MPP Section 21-115.

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If you have any questions or need further information regarding this letter, please contact your county consultant or call the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

Attachments

C: CWDA
CSAC