



WILL LIGHTBOURNE
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

October 3, 2011

ALL COUNTY LETTER NO. 11-65

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY CHILD CARE COORDINATORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CALFRESH SPECIALISTS
ALL COUNTY WELFARE-TO-WORK COORDINATORS
ALL COUNTY CONSORTIUM PROJECT MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs): NEW AND REVISED NOTICES OF ACTION (NOA) AND
FORMS REGARDING THE NEW 48-MONTH TIME LIMIT FOR CalWORKs
ADULTS AND EARNED INCOME DISREGARDS INSTITUTED BY SENATE
BILL (SB) 72 (CHAPTER 8, STATUTES OF 2011)

REFERENCE: WELFARE & INSTITUTIONS (W&I) CODE SECTIONS 11451.5, 11454,
11454.2, and 11454.5; ALL COUNTY LETTERS (ACLs) 11-29, 11-33, 11-34,
11-36, 11-40, 11-43, AND 11-50.

The purpose of this All County Letter (ACL) is to notify County Welfare Departments (CWDs) of changes to CalWORKs forms and NOAs that have been created or modified to reflect recent changes in the program implemented by SB 72 (Chapter 8, Statutes of 2011). This is one of a series of ACLs notifying CWDs of recent changes to CalWORKs program forms and NOAs.

This letter transmits new and revised forms and NOAs that have been developed to reflect the new 48-month time limit for adult recipients and changes to the Earned Income Disregard (EID) that were effective on July 1, 2011. Other changes to these documents include updated references to the recently renamed CalFresh program (formerly known as the Food Stamp Program). CWDs should begin using the attached forms and NOAs as soon as possible.

Use of the NA 200, NA 1239, and NA 1242

CWDs are now instructed to only use the NA 200 (9/11) NOA when noticing recipients with stable income or no income, and income averaging is not needed to calculate the average monthly income for the quarter.

REASON FOR THIS TRANSMITTAL

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

NA 200 (9/11) - Notice Of Action – Multipurpose-has been revised to change the phrase(s) “Business Income” in line 1 and “Business Expenses” in line 2 to “Self-Employment Income” and “Self-Employment Expenses,” respectively, to more accurately reflect the intended application of that section of the budget.

NA 1239 (9/11) - Notice of Action - Continued-has been redesigned to be used only when the client’s income fluctuates, the recipient has varying types of income, and the CWD must average the income to calculate the grant level for the quarter. The NA 1239 has been revised to include language explaining to the recipient that the CWD must average their income to calculate their monthly cash aid amount for the quarter, and includes a calculation to show how the CWD averaged that income.

The CWDs shall use a separate calculation for each type of reported income or payments, e.g. earned income, unearned income, disability-based (when the assistance unit receives other income in combination with disability-based income), or other non-exempt income. The corresponding totals will be used in the budget calculation on the right side of the NA 1239 on lines 1, 4, 9 or 16. When the NA 1239 is used for NOAs other than the “no change” NOA (with NOA message M44-316), line 12 in section B should be unpopulated.

NA 1242 (4/11) - Notice Of Action - Sanctions Budget-is now obsolete. CWDs are instructed when notifying Welfare to Work clients of sanction actions (See All County Information Notice I-49-08) to use the **NA 200 Notice Of Action - Multipurpose** when income averaging is not needed and the **NA 1239 Continuation Page - Quarterly Reporting Budget** when income averaging is necessary.

OTHER NEW AND REVISED FORMS AND NOAs:

CW 2166 (9/11) - Work Pays Notice - Multilingual-has been revised to reflect the current Maximum Aid Payment levels and the new EID effective July 1, 2011. In addition, the back of the form has been updated to remove reference to the now defunct Advanced Earned Income Tax Credit program and to amend the time-on-aid section to mirror the new CalWORKs 48-month maximum time limit for adults.

NA 271 (9/11) - Continuation Page - Family Income Computations - Cash Aid-has been revised with the new EID, and the reference to the Cal-Learn program removed as a result of the program being suspended effective July 1, 2011.

NA 300 (9/11) - Continuation Page - Recipient Financial Eligibility Test-has been revised with the new EID.

NA 531 (9/11) - Continuation Page – Notice of 48-Month Time Limit-has been revised to remove references to the Child-Only Incremental Grant Reduction repealed by Assembly Bill (AB) 106 (Chapter 32, Statutes of 2011).

QR 30 (9/11) - CalWORKs Budget Worksheet-has been revised with the new EID and a budget line added for Income In Kind (IIK). The Income Worksheet has been amended with a column added for including self-employment expenses and IIK in the calculation(s).

SAWS 2A QR (9/11) - Rights, Responsibilities and Other Important Information-has been revised with the new EID; and the references to the 60-month time limit have been changed to 48 months for CalWORKs. Other changes include adding "Registered Domestic Partner" to the signature lines, revising references to the Food Stamp Program with the new CalFresh name, removing references to the CalFresh resource limits, and revising the section regarding Transitional Medi-Cal (TMC) on page seven to advise recipients that the TMC eligibility period is twelve months.

TEMP M40-107a (9/11) – Time on Aid (Unticking Months Due to Temporary Exemptions)–has been revised to remove the reference in the instructions to a third checkbox within the NOA. This checkbox was removed as a result of the repeal of the expansion of the Short Term Changes as a result of AB 106 (Chapter 32, Statutes of 2011).

TEMP NA BACK 9 (9/11) Your Hearing Rights-has been revised to temporarily remove the references to the suspended Cal-Learn program. CWDs are to use this version of this notice to inform applicants and recipients of their hearing rights until instructed otherwise.

WTW 15 (9/11) - Simplified CalFresh Program Unpaid Work Experience (WEX) And Unpaid Community Services Hours Worksheet-has been revised to reflect the renamed CalFresh program.

CAMERA READY COPIES AND TRANSLATIONS:

For a camera-ready copy in English, contact the Forms Management Unit at 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.

When all translations are completed per MPP Section 21-115.2, including Spanish forms, they are posted on an on-going basis on our web site. 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 Language Services at (916) 651-8876. Until translations are available, clients who have elected to receive Spanish, Russian, Vietnamese, and written Chinese materials should be sent the GEN 1365 interpretation informing notice with a local contact number.

If you have any questions regarding this ACL, please contact your CalWORKs County Consultant at (916) 654-1322.

Sincerely,

Original Document Signed By:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division