



CDSS

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DIRECTOR

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

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EDMUND G. BROWN JR.
GOVERNOR

October 29, 2012

ALL COUNTY LETTER NO. 12-59

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), AND
ALL COUNTY LETTER (ACL) NO. 12-25

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. The purpose of this ACL is to transmit the first set of new and revised forms and NOAs to be used in conjunction with the new SAR policies. The CWDs should begin using the new and revised forms and NOAs 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 California Department of Social Services (CDSS) prior to making the change unless instructed otherwise.

CALFRESH WAIVERS

The CalFresh Policy Bureau has submitted a waiver request that, if approved, would make changes of address a mandatory mid-period report for CalFresh SAR households. If the Food and Nutrition Services denies the requested waiver, the attached SAR 2 (Reporting Changes for Cash Aid and CalFresh) will be revised to reflect that change and revised instructions will be issued to CWDs.

Additional revised 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. 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 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.

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.

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 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 AND NOTICES OF ACTION (NOAs) FOR SEMI-ANNUAL REPORTING (SAR)

Form #	Form Title, Description, Explanation of Changes, and Directions for Use
TEMP SAR 1 (10/12)	<p><u>New Reporting Requirements For Cash Aid and CalFresh (Required Form-Substitutes Permitted)</u></p> <p>The Temp SAR 1 is the mass informing notice that has been developed to provide recipients with information regarding the main changes in their reporting requirements. This notice only highlights the main changes from quarterly to semi-annual reporting, and does not explain all the reporting requirements or rules. Counties shall provide this (or a similar) notice to recipients with their last two QR 7s and their first SAR 7. This informing notice should also be given to new applicants who apply during the time period in which the county is implementing SAR. The TEMP SAR 1 may be modified to personalize it to a specific county or case. However, counties must receive permission from CDSS prior to changing the informing language provided in the TEMP SAR 1.</p>
SAR 2 (10/12)	<p><u>Reporting Changes for Cash Aid and CalFresh (Recommended Form)</u></p> <p>The SAR 2 will replace the QR 2 upon implementation of SAR. This form was updated to explain the new Income Reporting Threshold (IRT) reporting requirements under semi-annual reporting. This form is used to inform recipients of their assistance unit's current IRT and other mid-period reporting requirements. The CWDs must inform recipients of their IRT no less than once every six months and must also inform the recipient whenever the recipient's IRT changes.</p>
SAR 7 (10/12)	<p><u>Semi-Annual Eligibility/Status Report (Required Form-Substitutes Permitted)</u></p> <p>This form will replace the QR 7 upon implementation of SAR. This form has been completely revised to reflect the changes from quarterly to semi-annual reporting. Recipients will need to fill out a SAR 7 once per year, six months after their annual redetermination/recertification. Recipients will use the SAR 7 to report income, household changes, and other information that will be used to prospectively budget the benefit amount for the semi-annual period.</p> <p>NOTE: Many revisions were made to the SAR 7, including removing the language informing recipients of their IRT amount. The SAR 7 form is required, substitutes permitted. Any changes must have prior approval from CDSS. CWDs that choose to include IRT informing information on their versions of the SAR 7 may do so using the following language: "You must report within ten days if your income goes above your Income Reporting Threshold (IRT). As of (date), your IRT was (\$___)."</p>

SAR 7A (10/12)**How to fill out your SAR 7 (Required Form-Substitutes Permitted)**

This form will replace the QR 7A upon implementation of SAR. This form instructs recipients on how to fill out the SAR 7 and includes reminders about what to report, who must sign the form and the penalties for fraud. The CWDs must send the SAR 7A to recipients at the same time their SAR 7 is sent to them, or any other time it is requested. The SAR 7A may be modified to personalize it to a specific county or case. However, counties must receive permission from CDSS prior to making any other changes.

NA 960X SAR (10/12)**Notice of Action (NOA) – Stop Aid – Report Not Received**

This NOA will replace the NA 960X QR upon implementation of SAR. The use of this NOA has not changed. This NOA has been updated to reflect the changes from quarterly to semi-annual reporting and changes the Food Stamp program name to CalFresh. The NA BACK 9 (4/11) is still required to accompany this NOA. The CWDs are reminded that when using translated versions of the NOA, the NA BACK 9 must be in the same language.

NA 960Y SAR (10/12)**Notice of Action (NOA) – Stop Aid – Report Incomplete**

This NOA will replace the NA 960Y QR upon implementation of SAR. The use of this NOA has not changed. This NOA has been updated to reflect the changes from quarterly to semi-annual reporting and changes the Food Stamp program name to CalFresh. The NA Back 9 (4/11) is still required to accompany this NOA. The CWDs are reminded that when using translated versions of the NOA, the NA BACK 9 must be in the same language.

NA 1239 SAR (10/12)**Notice of Action (NOA) – Continuation Page with Semi-Annual Reporting Budget Computation**

This NOA will replace the NA 1239 upon implementation of SAR. The NA 1239 SAR explains how the county determines the monthly income for the upcoming SAR Payment Period when the recipient is paid every week or every other week. The budget side of the NOA shows the recipient how the net non-exempt income and cash grant is calculated. The NA BACK 9 (4/11) is still required to accompany this NOA. Again, CWDs are reminded that when using translated versions of the NOA, the NA BACK 9 must be in the same language.