STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

WILL LIGHTBOURNE
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

August 26, 2016

ALL COUNTY LETTER (ACL) NO. 16-66

REASON FOR THIS TRANSMITTAL

[X] 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 COUNTY CALWORKS PROGRAM SPECIALISTS
ALL COUNTY CALFRESH COORDINATORS
ALL COUNTY WELFARE TO WORK COORDINATORS
ALL CONSORTIA REPRESENTATIVES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs): REPEAL OF THE MAXIMUM FAMILY GRANT (MFG) RULE

REFERENCE: ASSEMBLY BILL (AB) 1603 (CHAPTER 25, STATUTES OF 2016); WELFARE AND INSTITUTIONS CODE (WIC) SECTION 11450.04; ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-29-07; ALL COUNTY LETTERS (ACL) NO. 01-82 and 97-29.

The purpose of this letter is to inform County Welfare Departments (CWDs) of the repeal of the CalWORKs MFG rule due to the enactment of AB 1603, signed by the Governor on June 27, 2016. Effective January 1, 2017, no child will be denied aid because he or she was born into a family that received cash aid continuously for ten months immediately prior to their birth. Children previously determined as MFG and excluded from the Assistance Unit (AU) shall have their needs included when determining the Maximum Aid Payment (MAP) and must be added to the AU effective January 1, 2017, if all other conditions of eligibility are met.

BACKGROUND

The MFG rule provides that, for the purpose of determining the MAP, the number of needy persons in a family shall not include any child born into a family that has received cash aid continuously for ten months immediately prior to the child's birth. Continuously

is defined as receiving aid without a break in aid of at least two consecutive months. This rule continues to apply until the family has not received aid for at least 24 consecutive months while the child was living with the family or one of the exemptions to the rule have been met.

NEW RULE

Effective January 1, 2017, no applicant or recipient will be denied cash aid for a child born into the applicant's or recipient's family during a period in which the applicant's or recipient's family was receiving aid. This rule applies to children currently designated MFG, as well as future children born to the AU. Children with MFG status will no longer be excluded by law, and their needs must be included in the cash aid grant effective January 1, 2017.

CWDs are to treat the change in MFG status as a county-initiated mid-period change that must be acted upon with timely and adequate notice, even if the change results in a mid-period decrease to the family's grant. For example, if removing the MFG status from a child and counting their income results in a decrease to the grant amount, the change must still take effect on January 1, 2017, even if January is in the middle of their SAR reporting period.

This change will not be applied retroactively. When determining the MAP, the number of needy persons in a family shall not include the needs of a child subject to the MFG rule until January 1, 2017. Former recipients who reapply for aid prior to January 1, 2017 will not have the needs of the child subject to the MFG rule considered in calculating the cash aid grant until the new law goes into effect.

IDENTIFYING AND INFORMING CALWORKS APPLICANTS AND RECIPIENTS

CWDs shall review current caseload data to determine existing CalWORKs cases with an MFG child(ren). Identified AUs shall be provided the attached Notice of Action (NOA) TM44-314. This NOA informs the AU that due to a change in state law effective January 1, 2017, the cash aid grant will now include the needs of child(ren) previously subject to the MFG rule, and the grant will change. The NOA also includes the new grant amount based on the increase in the number of persons aided in the AU.

In addition, the California Department of Social Services (CDSS) has provided the attached mass mailer notice (TEMP 2260) for CWDs to send to all CalWORKs recipients. The mailer will inform recipients of the change in state law that repeals the MFG rule and increases or changes cash aid effective January 1, 2017. CWDs must

begin sending the mailer to all CalWORKs recipients by November 1, 2016. This form is required with no substitutes permitted.

To ensure all CalWORKs recipients are aware of the statutory changes, the CDSS strongly encourages CWDs to display the informing notice in CWD offices and distribute the informing notice along with other documentation sent to all CalWORKs applicants beginning January 2017 through December 2017. In addition, CWDs are encouraged to discuss the changes in CalWORKs eligibility at application and redetermination interviews or at other points of contact with CalWORKs applicants and recipients.

CHILD SUPPORT

The MFG statute required any child support payment for an MFG child to be sent to the family. These payments were exempt from consideration as income for both eligibility and grant computation.

As of January 1, 2017, cases with former MFG children will be subject to child support requirements and shall be referred for child support services and collection. These families will only receive the first $50 child support paid. Because the child support will be retained by the county and no longer provided directly to the family, this income cannot be reasonably anticipated and should not be used in the grant calculation. K1/3F cases with former MFG children will continue to receive any child support payments collected by the Local Child Support Agency (LCSA) directly, and any reasonably anticipated child support income beyond the $50 disregard must now be counted as unearned income against the child-only grant. The changes described in this paragraph are county-initiated mid-period actions.

For recipients, a new CW 2.1Q *Child Support Questionnaire* form or referral to the LCSA is not needed if the child is already identified on an existing CW 2.1Q. For recipients with a child not already identified on an existing CW 2.1Q, as a condition of eligibility, the parent must agree to assign support rights to the state or be sanctioned, and in order to avoid the 25 percent child support penalty, the adult will also be required to cooperate with the LCSA in determining paternity of the aided child and doing whatever is required by the LCSA to cooperate with child support enforcement, unless good cause is found to exist per the Manual of Policies and Procedures (MPP) Section 82-512. AUs will be required to complete and sign the CW 2.1NA *Notice and Agreement for Child, Spousal and Medical Support* and the CW 2.1Q *Child Support Questionnaire* forms.

The CWDs must adequately explain all of the changes in child support requirements and collections to families with a newly eligible child or children so that the family is

aware of possible penalties and sanctions that might apply if they fail to follow the new rules and that the amount of child support payments they receive will change.

OTHER INCOME

Under MFG rules, benefits derived from Social Security or other government programs based on the absent parent's disability or retirement and paid to or on behalf of the child subject to the MFG rule were exempt from consideration as income in the grant computation.

Effective January 1, 2017, these benefits will no longer be exempt from consideration. CWDs must take action mid-period to identify and reevaluate this income and determine if any changes to the AU's grant are necessary with timely and adequate notice provided. If the CWD cannot provide a 10-day notice to reduce or discontinue the January grant, the CWD shall provide a 10-day notice to reduce February's grant, and collect an overpayment for January.

INCOME REPORTING THRESHOLD (IRT)

When the AU size increases, the AU's Tier Two IRT will also increase. As a reminder, CWDs must inform recipients of their new IRT amount anytime it changes.

CALFRESH

CalFresh benefits shall be recalculated for those CalFresh households whose CalWORKs grants have been adjusted. As a result of the recalculation, the amount of CalFresh benefits may decrease. CWDs shall provide adequate notice to all CalFresh households of any change to their CalFresh benefits as a result of the recalculation.

NEW FORMS AND NOTICE OF ACTION (NOA) MESSAGES

The consortium shall complete all programming and CWDs must ensure an appropriate process is in place in order to guarantee the appropriate revised forms are used and/or distributed to clients in accordance with the timeframes instructed in this ACL.

TEMP 2260 (08/16) – Changes To The California Work Opportunity And Responsibility To Kids (CalWORKs) Maximum Family Grant (MFG) Rule – This form was created for CWDs to send to all CalWORKs AUs to inform them of changes to the MFG rule, effective January 1, 2017. This is a required form with no substitutes permitted.

TM44-314 (08/16) - Maximum Family Grant Repealed - This NOA message was created to send to a CalWORKs AU when their AU size has increased due to the inclusion of a child who was previously deemed subject to the MFG rule. This NOA message also informs AUs that their monthly grant has changed due to the inclusion of an additional AU member. Instructions are included on the TM44-314.

Required Form - No Substitute Permitted
Forms in this category are required forms that the CWD may not modify or restructure. However, overprinting or reformatting under the conditions outlined in Operations Manual Section 23-400.211, Overprinting Required Forms and Section 23-400.212, Electronic Data Processing (EDP) Modifications, is permitted.

The following forms were revised to remove language referencing the MFG rule:

- CW 2.1Q (7/16) – Support Questionnaire
- CW 215 (7/16) - Notification Of Intercounty Transfer
  - Also revised to remove references to SAWS 2, SAWS 2A QR, QR 7, and QR 25A forms.
- CW 2103 (6/16) - Reminder For Teens Turning 18 Years Old
- CW 2218 (7/16) - Rights, Responsibilities And Other Important Information For The CalWORKs Program (Non-needy Caretaker Relative With Relative Foster Child)

The SAWS 2A SAR will be addressed under separate cover as part of the SAWS 2 Plus, which is currently being revised.

The following forms and NOA messages are obsolete as of January 1, 2017 as a result of the repeal of the MFG rule and should no longer be used:

- CW 2102 (8/00) - The Maximum Family Grant (MFG) Rule for Recipients of Cash Aid
- M44-314 (11/00) - Maximum Family Grant, Approval
- M44-314A (11/00) - Maximum Family Grant, Other
- M44-314B (11/00) - Maximum Family Grant, Change
- M44-314C (9/97) - Maximum Family Grant, Change

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/FormsandPu_271.htm.

When all translations are completed per 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.

REGULATION CHANGES

This ACL will be followed by regulations to incorporate the above changes.

If you have any questions regarding this letter, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

c: CWDA

Attachments

State of California
Department of Social Services

Noa Msg Doc No.: TM44-314
Action : Approve
Issue: Change in Eligibility
Title: Basic Approval

Auto ID No.:
Source :
Issued by : ACL 16-66
Reg Cite : AB 1603

Use Form No. : NA 200
Original Date : 08/01/16
Revision Date :

MESSAGE:

Effective January 1, 2017, the County has approved cash aid for (name).

Your cash aid has changed from ($) to ($) because your cash aid payment now includes (name).

Here's why:

State Law has changed. Effective January 1, 2017, children who were not eligible for CalWORKs cash aid because of the Maximum Family Grant(MFG)rule are now eligible. Under the MFG rule, aid did not go up for a child born into a family that got written notice of the rule and then got cash aid for ten months in a row right before his/her birth.

If you think there is a mistake in the amount of your cash aid, or if you have problems other than with the new law you can ask for a state hearing. The back of this notice tells you how.

Your new cash aid amount is figured on this notice.

INSTRUCTIONS: Use for approvals FOR CASES WHICH INCLUDE A CHILD SUBJECT TO THE MFG RULE to inform AU of change to AU's grant.

This message is released in ACL 16-66.

CHANGES TO THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) MAXIMUM FAMILY GRANT (MFG) RULE

The CalWORKs MFG rule has ended.

Beginning January 1, 2017, your cash aid may go up or change if:

- Your Assistance Unit (AU) includes a child(ren) currently subject to the MFG rule because they were born to your family after you got cash aid for ten months in a row right before the child's birth, and your cash aid did not go up after their birth. Your child(ren) will be automatically added to the AU starting the month of January and you will get a Notice of Action showing your new benefit amount.
- A new child is born to you.

Child Support Changes:

If you are getting child support for a child that was denied cash aid because of the MFG rule, you may see some changes now that your child is getting cash aid:

- You must cooperate with child support.
- When a child support collection is made you will only get up to $50 per month.
- The $50 will not count against your grant.
- The rest of your child support is used to re-pay your cash aid.

Contact the Local Child Support Agency if you have questions about your child support or if your family will be at risk if you cooperate with child support collection. To find out how to contact your local child support agency, please go to http://www.childsup.ca.gov/home/lcsaoffices.aspx or call 1-866-901-3212.

Other Income Changes:

If you are getting disability or retirement benefits for a child that was denied cash aid because of the MFG rule, your cash aid may change. This is because these benefits will now be included in your income and used to figure your cash aid.

CalFresh Changes:

Most families get less CalFresh benefits when they get more cash aid. **You will get a separate notice if your CalFresh benefits change.**

CONTACT THE COUNTY IF YOU HAVE QUESTIONS ABOUT CHANGES TO THE MFG RULE.

SUPPORT QUESTIONNAIRE

FOR COUNTY USE ONLY	
CWD CASE NAME	LCSA CASE NAME
CWD CASE NUMBER	LCSA CASE NUMBER
CWD WORKER NAME/NO.	LCSA WORKER NAME/NO.
TELEPHONE NUMBER ( )	TELEPHONE NUMBER ( )

Instructions:

You must answer ALL questions.

COMPLETE ONE FORM FOR EACH NONCUSTODIAL PARENT OR EACH UNMARRIED FATHER IN THE HOME.

Use ink. Print answer. Check Yes, No, or Unknown.
Use a separate piece of paper if you need more room.

SECTION 1 - COMPLETE THE FOLLOWING ABOUT YOURSELF

NAME (FIRST, MIDDLE, LAST)	MAIDEN NAME	SOCIAL SECURITY NUMBER (SSN)	BIRTHDATE	BIRTH PLACE	RACE

HOME ADDRESS (STREET NUMBER AND NAME, APARTMENT NUMBER, IF ANY)	CITY	STATE	ZIP	TELEPHONE NUMBER ( )

YOUR RELATIONSHIP TO CHILDREN

YOUR RELATIONSHIP TO NONCUSTODIAL PARENT/UNMARRIED FATHER IN THE HOME
☐ Spouse ☐ Ex-Spouse ☐ Friend ☐ Other

SECTION 2 - COMPLETE THE FOLLOWING ABOUT THE NONCUSTODIAL PARENT OR UNMARRIED FATHER IN THE HOME

A. NAME (FIRST, MIDDLE, LAST) | SOCIAL SECURITY NUMBER (SSN) | ☐ MALE ☐ FEMALE | BIRTHDATE | BIRTH PLACE

LAST KNOWN ADDRESS (STREET NUMBER AND NAME, APARTMENT NUMBER, IF ANY) | HEIGHT | WEIGHT | EYE COLOR | HAIR COLOR | RACE

CITY | STATE | ZIP | SCARS, BIRTHMARKS, TATTOOS, NICKNAMES, ETC.

WHEN WAS THIS ADDRESS CURRENT? | TELEPHONE NUMBER ( ) | WHEN DID YOU LAST HEAR FROM OR GET MAIL FROM THIS PARENT? | DOES THIS PARENT LIVE WITH YOU? ☐ YES ☐ NO

B. WHAT KIND OF INCOME DOES NONCUSTODIAL PARENT HAVE? ☐ Earnings ☐ Unemployment or Disability Insurance Benefits ☐ Social Security ☐ None ☐ Other

LAST KNOWN EMPLOYER | TELEPHONE NUMBER ( )

STREET ADDRESS | TYPE OF WORK

CITY | STATE | ZIP | UNION MEMBER? ☐ YES, UNION NAME ☐ NO ☐ UNKNOWN

WHEN DID THIS PARENT LAST WORK THERE? | UNION ADDRESS:

C. DOES THIS PARENT HAVE HEALTH INSURANCE FOR THE CHILDREN? ☐ YES ☐ NO ☐ UNKNOWN | WHO IS COVERED?

NAME OF INSURANCE | POLICY NUMBER | DATE OF COVERAGE

D. PARENTS ARE OR HAVE BEEN ☐ MARRIED DATE _____ WHERE _____ ☐ DIVORCED DATE _____ WHERE _____ ☐ SEPARATED ☐ NEVER MARRIED ☐ LIVING TOGETHER

E. IS THERE A COURT ORDER FOR SUPPORT? ☐ YES ☐ NO ☐ PENDING | AMOUNT ORDERED $ | HOW OFTEN? | DATE OF COURT ORDER | COURT ORDER NUMBER | LOCATION OF COURT (COUNTY & STATE)

HOW DOES THE PARENT PAY? ☐ TO YOU ☐ TO COUNTY ☐ PAYS HOUSEHOLD BILLS ☐ PAYROLL DEDUCTION ☐ OTHER | WHEN DID PARENT LAST PAY? | HOW MUCH? $

F. NAME OF A FRIEND OR RELATIVE OF NONCUSTODIAL PARENT | RELATIONSHIP TO NONCUSTODIAL PARENT | TELEPHONE NUMBER ( )

ADDRESS (NUMBER AND STREET) | CITY | STATE | ZIP

G. DOES THIS PARENT OWN ANY MOTOR VEHICLES? ☐ YES ☐ NO ☐ UNKNOWN | MAKE | MODEL | YEAR | LICENSE NO. | STATE

H. DOES THIS PARENT OWN A HOUSE, LAND, BUILDINGS, OR BANK ACCOUNTS? ☐ YES ☐ NO ☐ UNKNOWN | WHAT/WHERE

I. IS THIS PARENT CURRENTLY ON PROBATION OR PAROLE? ☐ YES ☐ NO ☐ UNKNOWN | WHAT COUNTY OR STATE?

J. HAS THIS PARENT EVER BEEN IN JAIL OR PRISON? ☐ YES ☐ NO ☐ UNKNOWN | IF YES, WHEN/WHERE?

K. HAS THIS PARENT EVER BEEN IN THE MILITARY? ☐ YES ☐ NO ☐ UNKNOWN | IF YES, WHEN/WHAT BRANCH?

L. ARE YOU ABLE TO IDENTIFY OR HELP LOCATE THE NONCUSTODIAL PARENT? ☐ YES ☐ NO

SECTION 3 - CHILDREN (IN YOUR HOME) OF THIS PARENT OR UNMARRIED FATHER

NAME OF CHILD	M F	SSN	BIRTHDATE – –	BIRTHPLACE, CITY, STATE	PATERNITY DECLARATION ☐ YES ☐ NO ☐ UNK DATE SIGNED COUNTY
NAME OF CHILD	M F	SSN	BIRTHDATE – –	BIRTHPLACE, CITY, STATE	☐ YES ☐ NO ☐ UNK DATE SIGNED COUNTY
NAME OF CHILD	M F	SSN	BIRTHDATE – –	BIRTHPLACE, CITY, STATE	☐ YES ☐ NO ☐ UNK DATE SIGNED COUNTY
NAME OF CHILD	M F	SSN	BIRTHDATE – –	BIRTHPLACE, CITY, STATE	☐ YES ☐ NO ☐ UNK DATE SIGNED COUNTY

SECTION 4 - SUPPORT ENFORCEMENT SERVICES (MEDI-CAL ONLY)

☐ I don't want other child support enforcement services.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF CALIFORNIA THAT THE INFORMATION IN THIS QUESTIONNAIRE IS TRUE, CORRECT AND COMPLETE.

SIGNATURE ☛ | DATE

1st Copy – Local Child Support Agency 2nd Copy – County Welfare Department 3rd Copy – Applicant

NOTIFICATION OF INTERCOUNTY TRANSFER

Instructions: Workers should complete each space. If the information requested does not pertain to this case, indicate with N/A symbol.

SENDING COUNTY NAME AND ADDRESS

RECEIVING COUNTY

DISCONTINUANCE DATES FOR TRANSFER

CalWORKs | RCA

☐ **WAIVE 30 DAY ICT PROCESS:**

WELFARE-TO-WORK PLAN

NAME | DATE ☐ SIGNED ☐ REFUSED TO SIGN

APPEAL FILED TIMELY ☐ YES ☐ NO

☐ COMPLIANCE PLAN BEGIN DATE _____ END DATE _____ | SB 1041 RULES DATE

WELFARE-TO- WORK COMPONENT

NAME | DATE ☐ SIGNED ☐ REFUSED TO SIGN

APPEAL FILED TIMELY ☐ YES ☐ NO

☐ COMPLIANCE PLAN BEGIN DATE _____ END DATE _____ | SB 1041 RULES DATE

WELFARE-TO- WORK COMPONENT

AB 98 or Expanded Subsidized Employment? ☐ YES ☐ NO

DATES: FROM _____ TO _____

OVERPAYMENTS TRANSFERRED

PROGRAM	TYPE
CalWORKs	☐ IPV ☐ Client-error ☐ Agency ☐ Mult.
Other (Specify)	☐ IPV ☐ Client/Provider ☐ Agency ☐ Mult.

SANCTIONS/PENALTIES
Check (✔) all that apply for each person

Name	Start Date	End Date
CalWORKs IPV ☐ 6 mo ☐ 12 mo ☐ 2 yr ☐ 4 yr ☐ Perm		
☐ School Attendance ☐ Immunization ☐ CS Sanction ☐ CS 25% Penalty ☐ CS Good Cause		
☐ Welfare-to-Work Sanction Cure Plan Contact Date_____ Cure Plan Complete Date _____		

TYPE

Name	Start Date	End Date
CalWORKs IPV ☐ 6 mo ☐ 12 mo ☐ 2 yr ☐ 4 yr ☐ Perm		
☐ School Attendance ☐ Immunization ☐ CS Sanction ☐ CS 25% Penalty ☐ CS Good Cause		
☐ Welfare-to-Work Sanction Cure Plan Contact Date_____ Cure Plan Complete Date _____		

TYPE

CASE INFORMATION ☐ CalWORKs ☐ RCA

PRIOR MONTH	GRANT AMOUNT	CURRENT MONTH	GRANT AMOUNT
	$ _____ ☐ EXEMPT MAP		$_____ ☐ EXEMPT MAP

DATE RCA TIME EXPIRES

HOMELESS ASSISTANCE RECEIVED? ☐ YES ☐ NO DATE_____

FOSTER CHILD(REN): ☐ YES ☐ NO

NON-MINOR DEPENDENT: ☐ YES ☐ NO

DATE OF LAST RECERTIFICATION:_____

CASE NAME | CASE NUMBER

RECIPIENT ADDRESS NUMBER/STREET CITY ZIP CODE

RECIPIENT'S MAILING ADDRESS (IF DIFFERENT)

RECIPIENT'S PHONE NUMBER(S) | DATE MOVED

PAYEE'S NAME (IF DIFFERENT) | SSN

PAYEE'S RELATIONSHIP TO AIDED CHILD(REN)

SUMMARY OF INCOME/PROPERTY

NAME	SOURCE	AMOUNT	MONTH
		$	
		$	
		$	

☐ RESTRICTED ACCOUNT(S) BALANCE $

TIME LIMITS

NAME:	NAME:
NUMBER OF TANF MONTHS USED?	NUMBER OF TANF MONTHS USED?
NUMBER OF CalWORKs MONTHS USED? 24____ 48____	NUMBER OF CalWORKs MONTHS USED? 24____ 48____

CAL-LEARN CASE INFORMATION

NAME_____ ☐ SANCTION ☐ PENALTY ☐ BONUS

NAME_____ ☐ SANCTION ☐ PENALTY ☐ BONUS

DOCUMENTATION SENT

☐ EXEMPTION (CW 2186B)
☐ SAWS 1
SAWS 2A SAR/SAWS 2 PLUS
☐ TIME LIMIT NOTICE (COPY BOTH SIDES)
☐ DISABILITY VERIFICATION
☐ PREGNANCY VERIFICATION
☐ OP RECORDS
☐ SAR 7
☐ PE DETERMINATION NAME _____
☐ OTHER (LIST) _____

☐ RESTRICTED ACCOUNT
☐ CW 25/CW 25A
☐ WTW PLAN
☐ WTW 20
☐ WTW 37
☐ WTW 24-MONTH TIME CLOCK NOTICES

COMMENTS:

WORKER INFORMATION

WORKER NAME	WORKER NUMBER	PHONE HOURS

PHONE NUMBER	FAX	DATE COMPLETED
( )	( )	

REMINDER FOR TEENS TURNING 18 YEARS OLD

Give this notice right away to your child who will be turning 18 years old within the next 60 days.

If you are 18 years old and don't have children and/or are not pregnant

You can still get cash aid as part of your parent/caretaker's case after your 18th birthday ONLY if you:

- Are a full-time student in high school, or in a vocational or technical training program, and are expected to finish school/program before reaching 19 years old, or
- Are a full-time student in high school, or in a vocational or technical training program, and have been or are considered disabled, and meet the disability criteria pursuant to the CalWORKs regulations, or
- Are a foster child living with an approved relative and are completing high school or an equivalency program, enrolling in post-secondary or vocational school, participating in a program or activity that promotes or removes barriers to employment, employed at least 80 hours per month, or unable to participate in school or employment due to a documented medical condition.

Call your county worker right away if you think you meet any of these situations. If you are eligible to stay on cash aid, you may need to have a fingerprint and photo image taken by the county.

If you are 18 years old and have a child of your own and/or are pregnant

1. You can continue to get cash aid as part of your parent/caretaker's case after your 18th birthday ONLY if you:

- Are a full-time student in high school, or in a vocational or technical training program, and are expected to finish school/program before reaching 19 years old, or
- Are a full-time student in high school, or in a vocational or technical training program, and have been or are considered disabled, and meet the disability criteria pursuant to the CalWORKs regulations, or
- Are a foster child living with an approved relative and are completing high school or an equivalency program, enrolling in post-secondary or vocational school, participating in a program or activity that promotes or removes barriers to employment, employed at least 80 hours per month, or unable to participate in school or employment due to a documented medical condition.
- 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.

- OR -

2. You can choose to start your own case. Call your county worker right away if you want to start your own case. Here are some things you need to know before starting your own case:

- You do NOT have to move out of your parent/caretaker's home to be in your own case.
- Your time limits for getting cash aid will start.
- As the head of your case, YOU must report all changes to your county worker.
- If you start your own case, your parent or caretaker may get less cash aid or if you are the only child their cash aid may be stopped.
- 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.

If you are under your own case or are a part of your parent/caretaker's case, to be eligible to stay on cash aid, you may need to have a fingerprint and photo image taken by the county. If you have questions about whether you should start your own case, call the county welfare office or local legal services office.

RIGHTS, RESPONSIBILITIES AND OTHER IMPORTANT INFORMATION
For the California Work Opportunity and Responsibility to Kids (CalWORKs) Program (Non-needy Caretaker Relative With Relative Foster Child)

These pages give you your rights and responsibilities and other important information. The county needs facts about you and your child to see if he/she is eligible for CalWORKs cash aid and how much you may be eligible for. If you need more information or have questions, ask your worker.

YOUR RIGHTS

1. To be treated equally without regard to race, color, national origin, religion, political affiliation, marital status, sex, disability, or age. You may file a complaint of discrimination if you feel you or your child has been discriminated against by first speaking with your county's designated civil rights representative or by writing to the

   State Civil Rights Bureau
   744 P Street, MS 8-16-70
   P.O. Box 944243
   Sacramento, CA 94244-2430

   or by calling toll free 1-866-741-6241 or for the hearing impaired TDD 1-800-688-4486.

2. To tell the county if the child has a disability and needs help applying for or continuing to get CalWORKs benefits and services.

3. To ask for help to complete the application or any other cash aid, CalFresh, or Medi-Cal form.

4. To ask for an interpreter and to have forms and notices translated if you don't speak or read English.

5. To be treated with courtesy, consideration and respect.

6. To be interviewed promptly by the county when you apply and to have the eligibility determined within 45 days.

7. To discuss the child's case with the county and to review the child's case yourself when you ask to do so.

8. To be told the rules for getting CalWORKs right away. If we think you might be eligible, you will get an interview within one day.

9. To continue getting CalWORKs without a break if you move from one county to another if the child stays eligible.

10. To ask to have your Electronic Benefits Transfer (EBT) card replaced if lost in the mail, damaged, or destroyed. The county will tell you if you are eligible.

11. To ask for extra money if the child's income drops or stops.

12. To ask for payments for clothing, housing or essential household items which are lost, damaged or otherwise unavailable due to sudden and unusual circumstances.

13. To ask for payments for ongoing special needs like a special diet, transportation for ongoing medical care, special laundry service, telephone for the hard of hearing, high utility bills, etc.

14. To be notified in writing when your application is approved, denied, or when the child's benefits change or stop.

15. To have the child's records kept confidential by the county and state, unless there is a felony arrest warrant issued for the child, or as otherwise provided by law.

16. To talk with someone from the county or file a formal complaint with the state if you don't agree with an action taken by the county. You may call toll-free at 1-800-952-5253 or for the hearing impaired, TDD 1-800-952-8349.

17. To ask for a State Hearing within 90 days of the county's action.

18. To ask for a State Hearing, you can write to your county or call the State toll-free telephone numbers listed in Item 16 above.

19. To be represented at a State Hearing by yourself, a household member, friend, attorney, or other person of your choice. NOTE: You may get free legal help at your local legal aid office or welfare rights group.

20. To have reasonable access to a location where you can withdraw CalWORKs benefits with minimal or no costs.

21. To get a brochure that will tell you how to use your EBT card and how to get CalWORKs benefits at minimal or no costs.

22. To get a list of surcharge-free ATMs and stores where you can get cash back at no cost when you make a purchase with your EBT card. You can get a list of these locations from your county worker or at www.ebt.ca.gov.

YOUR RESPONSIBILITIES

Citizenship/Immigration Status
To sign under penalty of perjury that the child applying for CalWORKs is a U.S. citizen, U.S. national, or has lawful immigration status. We will check the immigration status information with the U.S. Citizenship and Immigration Services (USCIS) to make sure the child is eligible.

Fingerprint/Photo Imaging
Most adults applying for a child-only grant must be fingerprint/photo imaged. Non-needy caretaker relatives applying only for a relative foster child are not required to be fingerprint/photo imaged. If you apply at a later date for CalWORKs for yourself and/or other children in your family who are not relative foster children, you must be fingerprint/photo imaged.

Social Security Number (SSN) Rules
The SSNs will be used in a computer match to check income and resources with records from tax, welfare, employment, the Social Security Administration and other agencies. Differences may be checked out with employers, banks or others. Making false statements or failing to report all facts or situations which affect eligibility and aid payments for CalWORKs may result in repayment of benefits and/or criminal or civil action.

You must give us the SSN for each applicant or recipient of CalWORKs. If you refuse to give us either a SSN or proof of application for a SSN, the child will not be able to get CalWORKs. You must give proof of application for a SSN within 30 days of application for CalWORKs and give the SSN to the county when you get it. (MPP Section 40-105.2)

Verification(s)
To give proof to support the child's eligibility. If you can't get proof, we will help you get it. You may need to sign a release for third party information or sign a sworn statement. (MPP Sections 40-105.1; 40-157.212; 40-157.213)

Cooperation
To cooperate with county, state and federal staff. A county worker can come to your home at an arranged time to check out your facts, including seeing each family member. The child may not get benefits or benefits may be stopped if you don't cooperate.

Other Benefits
To apply for any benefits or income the child is eligible to get, such as: Unemployment (UIB) or Disability benefits, Veterans benefits, Social Security or Medicare, etc.

Child/Spousal and Medical Support
To cooperate with the county and the Local Child Support Agency to:

- identify and locate any absent parent in your case;
- tell the county or the Local Child Support Agency anytime you get information about the absent parent, such as place of residence or work location;
- determine the paternity of any child in your case when needed;
- get medical support money from any absent parent and, get child support money;
- give the Local Child Support Agency any medical support money and, any child/spousal support money the child gets;
- tell the county about medical coverage or money for medical services paid by either parent.

YOUR REPORTING RESPONSIBILITIES

You must report certain information to the county. If you're not sure how to report, what to report, or what proof we need, ask your worker.

Applicants

If any of the facts you told the county change during the processing of your application, you must report the new facts to the county within 5 days.

Annual Reporting for Certain Child-Only Cases (AR/CO)

Most CalWORKs cases where only the children get cash aid will only have to report once each year except for a few mandatory changes that must be reported within 10 days of when they happen. These cases are called Annual Reporting/Child-Only (AR/CO) cases. The county will tell you if you have an AR/CO case.

AR/CO cases will only have to report changes at their Annual Redetermination (RD), with the following exceptions:

- Anytime the child's combined gross income, both earned and unearned is more than the Income Reporting Threshold (IRT) for the child. The county will tell you in writing what the child's IRT is.
- Anytime someone moves into or out of your home. This includes newborns and children who are placed in foster care.
- Anytime you and/or the child have an address change.
- Anytime the child becomes a fleeing felon or is found by a court to be in violation of probation or parole and it was not already reported.

Voluntary Reporting Information for AR/CO Cases

You can also report some changes voluntarily. Reporting some changes may help the child's cash aid go up. If the information reported causes benefits to go up, the county will take action within 10 days after you provide verification.

Some examples of voluntary reporting that may cause the child's benefits to go up include:

- The child's income stops or drops.
- You believe that the child is eligible for a CalWORKs Special Needs payment, such as pregnancy special needs or a qualifying special diet.

Immunizations

You must provide proof when requested by the county that children under the age of 6 have received age appropriate immunizations. (MPP Sections 40-105.4; 40-105.5)

School Attendance

All children between the ages of six and 18 years of age who are getting CalWORKs must attend school.

If the child is between the ages of 16 and 18 years of age, is not attending school regularly, and does not have a good reason, the child's grant can be lowered until he or she starts attending or meets an exemption.

Maximum Aid Payment (MAP)

There are two levels of Maximum Aid Payment (MAP). Most families getting CalWORKs get the lower MAP level. Families may get the higher MAP level if each parent or caretaker in the Assistance Unit (AU) is caring for an aided child(ren) who is not their child and the caretaker does not get CalWORKs.

YOUR REPORTING RESPONSIBILITIES (CONTINUED)

Proof of Facts

If you ask for CalWORKs within one year of the date it stopped, the county must look at the child's prior case file to see if it already has the proof needed to determine the child's eligibility when:

- you cannot get the proof, or
- there is a cost to you to get the proof, or
- processing the child's application would be delayed because it would take too long for you to get the proof.

If you ask for CalWORKs within one year of the date it stopped AND, if the county doesn't have the proof it needs, then you will have to provide proof.

If you have new changes since the child last got CalWORKs, the county will need new proof.

OTHER IMPORTANT INFORMATION

Education and Work Rules

Your worker will tell you what CalWORKs rules the child needs to follow before and after the application is approved. The child may be required to be in education, work or training activities to keep getting CalWORKs. The county will tell you how many hours a week the child must take part in these activities or if the child is excused from these rules.

All children are required to attend school and complete high school or its equivalent. Pregnant and parenting teens under the age of 19 who have not completed high school are subject to Cal-Learn program requirements. Non-pregnant and non-parenting teens ages 16 and 17 may be subject to Welfare-to-Work program requirements if they do not regularly attend high school, or if they complete high school and do not enroll or plan to enroll in a postsecondary education program.

Noncompliance for Not Meeting CalWORKs Rules

Any time the child does not meet CalWORKs rules and does not have a good reason, CalWORKs may be stopped until the child does what he/she should do.

Income Disregards

The total amount of CalWORKs the child receives is based on the child's income. The law allows for some income to be disregarded when the total amount of CalWORKs the child will receive is calculated.

- If the child gets more than $225 a month of Disability Income (DI), only the first $225 is disregarded.
- If the child gets $225 a month or less of DI, none of it will be counted as income and if the child also has Earned Income (EI), any remaining amount of the $225 disregard, up to $225, will not be counted as income.
- In addition, 50 percent of any other EI will be disregarded.
- The remainder is the child's net countable income and is the amount that will be used to figure the child's CalWORKs grant.

If the child is participating in the Independent Living Program (ILP), any income earned as part of the program is exempt.

CalWORKs Child Care Program

In some cases, child care benefits may be available to a CalWORKs minor parent who needs child care to work or participate in county-approved welfare-to-work activities such as attending education or job training programs.

California Department of Education (CDE) Child Care

Child care benefits are also available from CDE. Contact your local Resource and Referral Agency for more information.

AR/CO CASES

Budgeting Rules

AR/CO households will use prospective budgeting and will report on their annual redetermination (RD) form any income, expenses and property the child has and any changes they are sure will happen in the next 12 months. The information you provide will be used to figure the child's CalWORKs benefits for the next 12 months. There are some things that you will have to report within 10 days of when they happen. The mandatory reporting rules for AR cases are on page 4 of this form.

Property Limit

There is a $2,250 limit on the value of the property (e.g. bank accounts, stocks, etc.) that the child can own and be eligible to receive CalWORKs benefits. A child under age 18 can own a vehicle (for example a car, truck, van, motorcycle, etc.) to drive to work, school, job training or to look for work. The value of this vehicle does not count against the $2,250 limit. This also applies during temporary periods of unemployment for the child who customarily drives to and from work. If it was given to the child as a gift, a donation, or a family member transferred it to the child, we also do not count it. You will be asked to give the county proof from the Department of Motor Vehicles that it was a gift, donation or transfer from a family member.

OTHER IMPORTANT INFORMATION (CONTINUED)

Resources/EBT

Any balance remaining in the EBT account at the end of the month will be considered an available resource and could make the child ineligible for CalWORKs if the total countable resources are more than the allowable resource limits.

Cal-Learn

Cal-Learn helps pregnant and/or parenting teens under the age of 19, who are getting CalWORKs and do not have a high school diploma or its equivalent to stay in or return to school. Teens in the Cal-Learn Program may get cash bonuses for making satisfactory progress in the education program they are attending, or for completing the education program they were attending. Cal-Learn teens may get help with supportive services, including child care, transportation, and any other services necessary for the teen parent to successfully participate in the Cal-Learn Program. Cash penalties may be subtracted from their CalWORKs payment if Cal-Learn teens do not submit their report cards as required, or do not make satisfactory progress.

AVAILABLE SERVICES

Women, Infants and Children (WIC) Supplemental Nutrition Program: The WIC Program is only for pregnant and breast feeding women, infants and children under age 5, who are at medical-nutritional risk. For more facts about WIC, call your local county health department or the phone number for “WIC” in the telephone book.

PENALTY WARNINGS

Disqualification Penalties

Disqualification penalties start after a state hearing or court of law finds that the individual has committed an Intentional Program Violation (IPV). Also, anyone who is accused of committing an IPV may agree to be disqualified by signing an Administrative Disqualification Consent Agreement or a Disqualification Hearing Waiver. Anyone who signs one of these documents gives up any hearing rights and accepts responsibility to repay any CalWORKs overpayment.

Program Rules and Penalties

I understand I am committing an intentional program violation which may also be a crime, if I give false or wrong information, or if I do not give all the information on purpose to try to get CalWORKs benefits that I am not eligible to get, or to help someone else get benefits that they are not eligible for, or if I misuse my benefits (this is called trafficking). If I do this on purpose and get more than $950 in benefits I was not eligible for, I can be charged with a felony.

In addition, I understand I must pay back any benefits I get that I/my child was not eligible for or that I misused.

Program Violations	Penalties
I understand I may have committed an intentional program violation and I may lose benefits if: • I give false information about who I am or where I live. • I try to get dual benefits, for example, apply in two or more different counties or states at the same time. • I submit false documents for children who are not eligible or who do not exist. • The child violates conditions of probation or parole. • The child flees after a felony conviction.	**I may lose CalWORKs benefits:** • For six months, one year, two years, four years, five years or forever • And be fined by a court and/or sent to jail/prison for up to five years.

APPLICANT/RECIPIENT CERTIFICATION	ELIGIBILITY WORKER'S CERTIFICATION
• I understand that one of the intended purposes for CalWORKs is to help meet the basic needs of the child, including housing, food, and clothing. • I understand my rights and responsibilities and agree to comply with my responsibilities. • I also understand the penalties for giving incomplete or wrong facts, or for failing to report facts or situations that may affect the child's eligibility or benefit level for CalWORKs. • I certify I was given a copy of The Rights, Responsibilities, and Other Important Information (CW 2218). _____ (APPLICANT/RECIPIENT'S INITIALS)	I certify that the applicant/recipient appears to understand: • his/her rights and responsibilities and • the penalties for giving incomplete or wrong facts, or for failing to report facts or situations that may affect the child's eligibility or benefit level for CalWORKs. I also certify that the applicant/recipient was given a copy of: • The Rights, Responsibilities, and Other Important Information (CW 2218)

Signature of Caretaker Relative Date

Eligibility Worker's Signature Eligibility Worker's Number Date