

**California Work Opportunity and Responsibility to Kids  
(CalWORKs) Report on Reasons for Discontinuances of Cash Grant  
CA 253 CW**

DOWNLOAD REPORT FORM FROM:  
<http://www.cdss.ca.gov/dssdb>  
E-MAIL COMPLETED REPORT FORM  
TO:

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED		REPORT MONTH			REPORT YEAR	
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT			Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
1. Total cases discontinued during the month (Sum of Items 2 through 11) <i>(Same as Item 9, CA 237 CW)</i> .....			1	2	3	4	5
2. Cases with no eligible child.....			6	7	8	9	10
3. Cases with children no longer deprived of support or care.....			11	12	13	14	15
4. Cases with resources that exceed limits.....			16	17	18	19	20
5. Cases with income that exceeds standards (Sum of Items 5a through 5f) ..			21	22	23	24	25
a. Earnings increased.....			26	27	28	29	30
b. Benefits or pensions increased.....			31	32	33	34	35
c. Support from person inside home increased.....			36	37	38	39	40
d. Support from person outside home increased.....			41	42	43	44	45
e. Requirements reduced.....			46	47	48	49	50
f. Timed-out adult and income ineligible.....			51		52	53	
6. Cases with client who moved and/or cannot be located.....			54	55	56	57	58
7. Cases discontinued due to recipient initiative.....			59	60	61	62	63
a. Cases discontinued due to SAR 7 noncompliance.....			64	65	66	67	68
8. Cases excluded by law for reasons other than time limits and citizenship..			69	70	71	72	73
9. Cases transferred to another county.....			74	75	76	77	78
10. Cases transferred to Kin-GAP Program.....				79			
11. Cases transferred to Foster Care Program.....			80	81	82	83	84

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFER					Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
12. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW)					85	86	87	88	89
a. Cases transferred from Zero Parent to Two Parent Families					90				
b. Cases transferred from All Other to Two Parent Families					91				
c. Cases transferred from TANF Timed-Out to Two Parent Families					92				
d. Cases transferred from SN/FF/LTS to Two Parent Families					93				
e. Cases transferred from Two Parent to Zero Parent Families						94			
f. Cases transferred from All Other to Zero Parent Families						95			
g. Cases transferred from TANF Timed-Out to Zero Parent Families						96			
h. Cases transferred from SN/FF/LTS to Zero Parent Families						97			
i. Cases transferred from Two Parent to All Other Families							98		
j. Cases transferred from Zero Parent to All Other Families							99		
k. Cases transferred from TANF Timed-Out to All Other Families							100		
l. Cases transferred from SN/FF/LTS to All Other Families							101		
m. Cases transferred from Two Parent to TANF Timed-Out Cases								102	
n. Cases transferred from Zero Parent to TANF Timed-Out Cases								103	
o. Cases transferred from All Other to TANF Timed-Out Cases								104	
p. Cases transferred from SN/FF/LTS to TANF Timed-Out Cases								105	
q. Cases transferred from Two Parent to SN/FF/LTS Cases									106
r. Cases transferred from Zero Parent to SN/FF/LTS Cases									107
s. Cases transferred from All Other to SN/FF/LTS Cases									108
t. Cases transferred from TANF Timed-Out to SN/FF/LTS Cases									109
13. Total cases transferred from another program segment during the month (Same as Item 11, CA 237 CW)					110	111	112	113	114
GENERAL COMMENTS									
REVISED REPORT EXPLANATION									
CONTACT PERSON					TELEPHONE			EXTENSION	FAX
JOB TITLE/CLASSIFICATION					E-MAIL				DATE SUBMITTED

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)  
REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT  
CA 253 CW (4/15)**

**INSTRUCTIONS**

**CONTENT**

The monthly CA 253 CW report contains statistical information on cash grant cases terminated from the CalWORKs program, classified by primary reason for discontinuing aid.

**PURPOSE**

This report provides county, state and federal entities with information needed for budgeting, staffing, and program planning.

**COMPLETION AND SUBMISSION**

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at [dssdb@dss.ca.gov](mailto:dssdb@dss.ca.gov). The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. Counties are encouraged to review their data on the website each quarter to confirm the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at <http://www.cdss.ca.gov/research/>.

**GENERAL INSTRUCTIONS**

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the **General Comments** box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about

**GENERAL INSTRUCTIONS (continued)**

the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

**PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT**

1. Total cases discontinued during the month (Sum of Items 2 through 11) (**Same as Item 9, CA 237 CW**): ***This item is automatically calculated.*** This is the total number of discontinuances. This item must equal the sum of Items 2 through 11 and must equal the monthly total of **Part B, Item 9 (Cells 100-104), “Cases discontinued during the month,” on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report. [Cells 1-5]**
2. Cases with no eligible child: Enter the number of discontinuances that occurred because there is no longer an eligible child in the home. [Cells 6-10]
3. Cases with children no longer deprived of support or care: Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support. [Cells 11-15]
4. Cases with resources that exceed limits: Enter the number of discontinuances that occurred because the recipient family’s resources and/or property now exceed limits permitted for CalWORKs eligibility. [Cells 16-20]
5. Cases with income that exceeds standards (Sum of Items 5a through 5f): ***This item is automatically calculated.*** This is the sum of Items 5a through 5f. [Cells 21-25]
  - a. Earnings increased: Enter the number of discontinuances that occurred because of excessive income due to increased earnings. [Cells 26-30]
  - b. Benefits or pensions increased: Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions. [Cells 31-35]
  - c. Support from person inside home increased: Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home. [Cells 36-40]
  - d. Support from person outside home increased: Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home. [Cells 41-45]
  - e. Requirements reduced: Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements. [Cells 46-50]
  - f. Timed-out adult and income ineligible: Enter the number of discontinuances that occurred because of excessive income where an adult has timed-out. [Cells 51-53]

**ITEM INSTRUCTIONS (Continued)**

6. Cases with client who moved and/or cannot be located: Enter the number of discontinuances that occurred because the recipient moved and/or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program. *[Cells 54-58]*
7. Cases discontinued due to recipient initiative: Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc. *[Cells 59-63]*
  - a. Cases discontinued due to SAR 7 noncompliance: Enter the number of discontinuances due to the recipient's failure/refusal to provide the Eligibility Status Report (SAR 7). This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, "Cases discontinued due to recipient initiative." *[Cells 64-68]*
8. Cases excluded by law for reasons other than time limits and citizenship: Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship. *[Cells 69-73]*
9. Cases transferred to another county: Enter the number of discontinuances that resulted from the recipient transferring to another county. *[Cells 74-78]*
10. Cases transferred to Kin-GAP Program: Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued. *[Cell 79]*
11. Cases transferred to Foster Care Program: Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued. *[Cells 80-84]*

**PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS**

Parent(s) in the Two Parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

12. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW): This is automatically calculated. This item also automatically calculates **Part B, Item 10 (Cells 105-109), "Cases deducted due to transfers to another program segment during the month,"** on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report. *[Cells 85-89]*

*Column (A), Two Parent Families, Cell 85 equals the sum of Cells 94, 98, 102 and 106  
 Column (B), Zero Parent Families, Cell 86 equals the sum of Cells 90, 99, 103 and 107  
 Column (C), All Other Families, Cell 87 equals the sum of Cells 91, 95, 104 and 108  
 Column (D), TANF Timed-Out Cases, Cell 88 equals the sum of Cells 92, 96, 100 and 109  
 Column (E), SN/FF/LTS Cases, Cell 89 equals the sum of Cells 93, 97, 101 and 105*

**ITEM INSTRUCTIONS (Continued)**

- a. Cases transferred from Zero Parent to Two Parent Families: Enter in Column (A) the number of cases that left the Zero Parent segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 90]*
- b. Cases transferred from All Other to Two Parent Families: Enter in Column (A) the number of cases that left the All Other segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 91]*
- c. Cases transferred from TANF Timed-Out to Two Parent Families: Enter in Column (A) the number of cases that left the TANF Timed-Out segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 92]*
- d. Cases transferred from SN/FF/LTS to Two Parent Families: Enter in Column (A) the number of cases that left the SN/FF/LTS segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 93]*
- e. Cases transferred from Two Parent to Zero Parent Families: Enter in Column (B) the number of cases that left the Two Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 94]*
- f. Cases transferred from All Other to Zero Parent Families: Enter in Column (B) the number of cases that left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 95]*
- g. Cases transferred from TANF Timed-Out to Zero Parent Families: Enter in Column (B) the number of cases that left the TANF Timed-Out segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 96]*
- h. Cases transferred from SN/FF/LTS to Zero Parent Families: Enter in Column (B) the number of cases that left the SN/FF/LTS segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 97]*
- i. Cases transferred from Two Parent to All Other Families: Enter in Column (C) the number of cases that left the Two Parent segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 98]*
- j. Cases transferred from Zero Parent to All Other Families: Enter in Column (C) the number of cases that left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 99]*
- k. Cases transferred from TANF Timed-Out to All Other Families: Enter in Column (C) the number of cases that left the TANF Timed-Out segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 100]*
- l. Cases transferred from SN/FF/LTS to All Other Families: Enter in Column (C) the number of cases that left the SN/FF/LTS segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 101]*
- m. Cases transferred from Two Parent to TANF Timed-Out Cases: Enter in Column (D) the number of cases that left the Two Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. *[Cell 102]*

**ITEM INSTRUCTIONS (Continued)**

- n. Cases transferred from Zero Parent to TANF Timed-Out to Cases: Enter in Column (D) the number of cases that left the Zero Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. [Cell 103]
- o. Cases transferred from All Other to TANF Timed-Out Cases: Enter in Column (D) the number of cases that left the All Other segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. [Cell 104]
- p. Cases transferred from SN/FF/LTS to TANF Timed-Out Cases: Enter in Column (D) the number of cases that left the SN/FF/LTS segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. [Cell 105]
- q. Cases transferred from Two Parent to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the Two Parent segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. [Cell 106]
- r. Cases transferred from Zero Parent to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the Zero Parent segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. [Cell 107]
- s. Cases transferred from All Other to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the All Other segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. [Cell 108]
- t. Cases transferred from TANF Timed-Out to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the TANF Timed-Out segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. [Cell 109]
13. **Total cases transferred from another segment during the month (Same as Item 11, CA 237 CW):**  
***This item is automatically calculated.*** This Item also automatically calculates **Part B, Item 11 (Cells 110-114), “Cases added due to transfers from another program segment during the month,” on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report.**  
[Cells 110-114]

*Column (A), Two Parent Families, Cell 110 equals the sum of Cells 90, 91, 92 and 93*  
*Column (B), Zero Parent Families, Cell 111 equals the sum of Cells 94, 95, 96 and 97*  
*Column (C), All Other Families, Cell 112 equals the sum of Cells 98, 99, 100 and 101*  
*Column (D), TANF Timed-Out Cases, Cell 113 equals the sum of Cells 102, 103, 104 and 105*  
*Column (E), SN/FF/LTS Cases, Cell 114 equals the sum of Cells 106, 107, 108 and 109*

**NOTE: The sum of Columns (A), (B), (C), (D) and (E) for Item 12 must equal the sum of Columns (A), (B), (C), (D) and (E) for Item 13.**

**COMMENTS**

Use the General Comments section to:

- Explain any major fluctuations in data in the General Comments box.
- Explain any submitted revisions in the Revised Report Explanation box.
- Provide any other comments the county determines necessary in the General Comments box.

## CalWORKs Report on Reasons for Discontinuances for Cash Grant CA 253 CW

### VALIDATIONS

**CELLS** Each data cell in this report must be a whole number equal to or greater than zero (0).  
**1 - 114** Do not enter negatives; this also includes self-calculated cells.  
 Do not enter decimals.  
 No data cells should be left blank, unless otherwise noted.

**Initial reports:** If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

**Revised reports:** If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

#### PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

##### ITEM 1 Item 1 must be equal to Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11

CELL 1 Cell 1 must be equal to (Cell 6 plus Cell 11 plus Cell 16 plus Cell 21 plus Cell 54 plus Cell 59 plus Cell 69 plus Cell 74 plus Cell 80)  
 CELL 2 Cell 2 must be equal to (Cell 7 plus Cell 12 plus Cell 17 plus Cell 22 plus Cell 55 plus Cell 60 plus Cell 70 plus Cell 75 plus Cell 79 plus Cell 81)  
 CELL 3 Cell 3 must be equal to (Cell 8 plus Cell 13 plus Cell 18 plus Cell 23 plus Cell 56 plus Cell 61 plus Cell 71 plus Cell 76 plus Cell 82)  
 CELL 4 Cell 4 must be equal to (Cell 9 plus Cell 14 plus Cell 19 plus Cell 24 plus Cell 57 plus Cell 62 plus Cell 72 plus Cell 77 plus Cell 83)  
 CELL 5 Cell 5 must be equal to (Cell 10 plus Cell 15 plus Cell 20 plus Cell 25 plus Cell 58 plus Cell 63 plus Cell 73 plus Cell 78 plus Cell 84)

##### ITEM 1 Item 1 must be equal to Item 9 of CA 237 CW report

CELL 1 Cell 1 must be equal to Cell 100 of CA 237 CW report  
 CELL 2 Cell 2 must be equal to Cell 101 of CA 237 CW report  
 CELL 3 Cell 3 must be equal to Cell 102 of CA 237 CW report  
 CELL 4 Cell 4 must be equal to Cell 103 of CA 237 CW report  
 CELL 5 Cell 5 must be equal to Cell 104 of CA 237 CW report

##### ITEM 5 Item 5 must be equal to Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f

CELL 21 Cell 21 must be equal to (Cell 26 plus Cell 31 plus Cell 36 plus Cell 41 plus Cell 46 plus Cell 51)  
 CELL 22 Cell 22 must be equal to (Cell 27 plus Cell 32 plus Cell 37 plus Cell 42 plus Cell 47)  
 CELL 23 Cell 23 must be equal to (Cell 28 plus Cell 33 plus Cell 38 plus Cell 43 plus Cell 48 plus Cell 52)  
 CELL 24 Cell 24 must be equal to (Cell 29 plus Cell 34 plus Cell 39 plus Cell 44 plus Cell 49 plus Cell 53)  
 CELL 25 Cell 25 must be equal to (Cell 30 plus Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)

##### ITEM 7a Item 7a must be less than or equal to Item 7

CELL 64 Cell 64 must be less than or equal to Cell 59  
 CELL 65 Cell 65 must be less than or equal to Cell 60  
 CELL 66 Cell 66 must be less than or equal to Cell 61  
 CELL 67 Cell 67 must be less than or equal to Cell 62  
 CELL 68 Cell 68 must be less than or equal to Cell 63

**PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS**

**ITEM 12**      **Item 12 must be equal to Item 12a plus Item 12b plus Item 12c plus Item 12d plus Item 12e plus Item 12f plus Item 12g plus Item 12h plus Item 12i plus Item 12j plus Item 12k plus Item 12l plus Item 12m plus Item 12n plus Item 12o plus Item 12p plus Item 12q plus Item 12r plus Item 12s plus Item 12t**

CELL 85      **Cell 85** must be equal to (Cell 94 plus Cell 98 plus Cell 102 plus Cell 106)  
 CELL 86      **Cell 86** must be equal to (Cell 90 plus Cell 99 plus Cell 103 plus Cell 107)  
 CELL 87      **Cell 87** must be equal to (Cell 91 plus Cell 95 plus Cell 104 plus Cell 108)  
 CELL 88      **Cell 88** must be equal to (Cell 92 plus Cell 96 plus Cell 100 plus Cell 109)  
 CELL 89      **Cell 89** must be equal to (Cell 93 plus Cell 97 plus Cell 101 plus Cell 105)

**ITEM 12**      **Item 12 must be equal to Item 10 on the CA 237 CW report**

CELL 85      **Cell 85** must be equal to Cell 105 on the CA 237 CW report  
 CELL 86      **Cell 86** must be equal to Cell 106 on the CA 237 CW report  
 CELL 87      **Cell 87** must be equal to Cell 107 on the CA 237 CW report  
 CELL 88      **Cell 88** must be equal to Cell 108 on the CA 237 CW report  
 CELL 89      **Cell 89** must be equal to Cell 109 on the CA 237 CW report

**ITEM 13**      **Item 13 must be equal to Item 12a plus Item 12b plus Item 12c plus Item 12d plus Item 12e plus Item 12f plus Item 12g plus Item 12h plus Item 12i plus Item 12j plus Item 12k plus Item 12l plus Item 12m plus Item 12n plus Item 12o plus Item 12p plus Item 12q plus Item 12r plus Item 12s plus Item 12t**

CELL 110      **Cell 110** must be equal to (Cell 90 plus Cell 91 plus Cell 92 plus Cell 93)  
 CELL 111      **Cell 111** must be equal to (Cell 94 plus Cell 95 plus Cell 96 plus Cell 97)  
 CELL 112      **Cell 112** must be equal to (Cell 98 plus Cell 99 plus Cell 100 plus Cell 101)  
 CELL 113      **Cell 113** must be equal to (Cell 102 plus Cell 103 plus Cell 104 plus Cell 105)  
 CELL 114      **Cell 114** must be equal to (Cell 106 plus Cell 107 plus Cell 108 plus Cell 109)

**ITEM 13**      **Item 13 must be equal to Item 11 on the CA 237 CW report**

CELL 110      **Cell 110** must be equal to Cell 110 on the CA 237 CW report  
 CELL 111      **Cell 111** must be equal to Cell 111 on the CA 237 CW report  
 CELL 112      **Cell 112** must be equal to Cell 112 on the CA 237 CW report  
 CELL 113      **Cell 113** must be equal to Cell 113 on the CA 237 CW report  
 CELL 114      **Cell 114** must be equal to Cell 114 on the CA 237 CW report