

**California Work Opportunity and Responsibility to Kids
(CalWORKs) Report on Reasons for Denials and
Other Non-Approvals of Applications for Cash Grant
CA 255 CW**

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

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED		REPORT MONTH			REPORT YEAR
PART A. REASONS FOR DENIALS 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 case denials of cash grant during the month (Sum of Items 2 through 10) <i>(Same as Item 4b, CA 237 CW)</i>			1	2	3	4
2. Cases with no eligible child.....			6	7	8	9
3. Cases with children not deprived of support or care.....			11	12	13	14
4. Cases with resources that exceed limits.....			16	17	18	19
5. Cases with income that exceeds standards.....			21	22	23	24
6. Cases that failed to comply with procedural requirements.....			26	27	28	29
7. Cases with ineligible non-citizen.....			31	32	33	34
8. Cases excluded by law for reasons other than time limits and citizenship.....			36	37	38	39
9. Cases with nonresident.....			41	42	43	44
10. Cases denied due to Diversion <i>(Same as Item 4b1, CA 237 CW)</i>			46	47	48	49
PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS						
11. Cases with application cancelled or withdrawn during the month.....			51	52	53	54
12. Cases with applicant who moved or cannot be located during the month <i>(Sum of Item 11 plus Item 12; Same as Item 4c, CA 237 CW)</i>			56	57	58	59
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 DENIALS
AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (4/15)**

INSTRUCTIONS

CONTENT

The monthly CA 255 CW report contains statistical information on applications and requests for restoration of the CalWORKs program, which have been denied or otherwise disposed of without approval, classified by primary reason for action.

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. 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.

GENERAL INSTRUCTIONS (Continued)

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 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.

DEFINITIONS

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

ITEM INSTRUCTIONS

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 denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. Total case denials of cash grant during the month (Sum of Items 2 through 10) (Same as Item 4b, CA 237 CW): ***This item is automatically calculated.*** This is the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 10. Also, sum of Item 2 through 10 must equal the monthly total of the figures reported in **Part A, Item 4b (Cell 10), “Applications denied,” 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 denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs. [Cells 6-10]
3. Cases with children not deprived of support or care: Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care. [Cells 11-15]
4. Cases with resources that exceed limits: Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility. [Cells 16-20]
5. Cases with income that exceeds standards: Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility. [Cells 21-25]
6. Cases that failed to comply with procedural requirements: Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility. [Cells 26-30]

ITEMS INSTRUCTIONS (Continued)

7. Cases with ineligible non-citizen: Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility. [Cells 31-35]
8. Cases excluded by law for reasons other than time limits and citizenship: Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons, etc. [Cells 36-40]
9. Cases with nonresident: Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility. [Cells 41-45]
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW: Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. ***This item automatically calculates Part A, Item 4b1 (Cell 11), “Applications denied due to receipt of Diversion payments or services,” on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report.*** [Cells 46-50]

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

11. Cases with application cancelled or withdrawn during the month: Enter the number of applications disposed of due to the cancellation or withdrawal of the application. [Cells 51-55]
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12 same as 4c, CA 237 CW): Enter the number of applications denied because the agency was unable to locate the applicant, and/or because the applicant moved to another jurisdiction or state. ***This item automatically calculates.*** The Sum of Item 11 plus Item 12 must equal **Part A, Item 4c (Cell 12), “Other application dispositions (cancellations and withdrawals),” on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report.** [Cells 56-60]

Use the 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 Denials and Other Non-Approvals of Applications for Cash Grant CA 255 CW

VALIDATIONS

CELLS 1 - 60 Each data cell in this report must be a whole number equal to or greater than zero (0). 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 DENIALS 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
CELL 1	Cell 1 must be equal to (Cell 6 plus Cell 11 plus Cell 16 plus Cell 21 plus Cell 26 plus Cell 31 plus Cell 36 plus Cell 41 plus Cell 46)
CELL 2	Cell 2 must be equal to (Cell 7 plus Cell 12 plus Cell 17 plus Cell 22 plus Cell 27 plus Cell 32 plus Cell 37 plus Cell 42 plus Cell 47)
CELL 3	Cell 3 must be equal to (Cell 8 plus Cell 13 plus Cell 18 plus Cell 23 plus Cell 28 plus Cell 33 plus Cell 38 plus Cell 43 plus Cell 48)
CELL 4	Cell 4 must be equal to (Cell 9 plus Cell 14 plus Cell 19 plus Cell 24 plus Cell 29 plus Cell 34 plus Cell 39 plus Cell 44 plus Cell 49)
CELL 5	Cell 5 must be equal to (Cell 10 plus Cell 15 plus Cell 20 plus Cell 25 plus Cell 30 plus Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)
ITEM 1	Item 1 must be equal to Item 4b of CA 237 CW report
CELL 1	(Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 2	(Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 3	(Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 4	(Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 5	(Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
ITEM 10	Item 10 on the CA 255 CW report must be equal to Item 4b1 on the CA 237 CW report
CELL 46	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 47	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 48	(Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report

- CELL 49 (Cell 46 plus Cell 47 plus Cell 48 plus **Cell 49** plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
- CELL 50 (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus **Cell 50**) must be equal to Cell 11 on the CA 237 CW report

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

ITEMS 11 & 12	The sum of Item 11 plus Item 12 on the CA 255 report must be equal to Item 4c on the CA 237 CW report
CELL 51	Sum of Cells 51 +52+53+54+55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 52	Sum of Cells 51+ 52 +53+54+55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 53	Sum of Cells 51+52+ 53 +54+55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 54	Sum of Cells 51+52+53+ 54 +55+56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 55	Sum of Cells 51+52+53+54+ 55 +56+57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 56	Sum of Cells 51+52+53+54+55+ 56 +57+58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 57	Sum of Cells 51+52+53+54+55+56+ 57 +58+59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 58	Sum of Cells 51+52+53+54+55+56+57+ 58 +59+60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 59	Sum of Cells 51+52+53+54+55+56+57+58+ 59 +60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report
CELL 60	Sum of Cells 51+52+53+54+55+56+57+58+59+ 60 on the CA 255 CW report must be equal to Cell 12 on the CA 237 CW report