

January 14, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER No. 19-05**

This letter informs counties of the revision of the Quarterly Report of Overpayments and Collections - CalWORKs CA 812 (07/03) form and instructions. The CA 812 is a quarterly report used to track county CalWORKs overpayment collections activity. Effective with the January - March 2019 report quarter, counties are to use the enclosed CA 812 (1/19) form.



PAT LEARY  
ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

January 14, 2019

ALL COUNTY LETTER (ACL) NO. 19-05

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL COUNTY CALFRESH PROGRAM SPECIALISTS  
ALL CONSORTIUM PROJECT MANAGERS

SUBJECT: QUARTERLY REPORT OF OVERPAYMENTS AND COLLECTIONS -  
CALWORKS [CA 812 (1/19)]

REFERENCE: [ALL COUNTY LETTER \(ACL\) NO. 03-34](#)

The purpose of this letter is to transmit the revised Quarterly Report of Overpayments and Collections – CalWORKs (CA 812) form and instructions. The instructions have been changed to reflect the removal of several automated cells related to overpayment carryforwards. The instructions for the remainder of the cells are otherwise unchanged, except to reflect the updated item and cell references.

The due date for this form has also been updated. All counties are required to submit the report via e-mail to the California Department of Social Services, Data Systems and Survey Design Section (DSSDS) at the designated CA 812 report inbox by the 20<sup>th</sup> calendar day of the month following the report quarter. If the report's due date falls on a Saturday, Sunday, or state holiday, the report is due on the next business day. If you have any questions regarding this notification letter contact DSSDS at (916) 651-8269 or [admca812@dss.ca.gov](mailto:admca812@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

M. AKHTAR KHAN, PhD  
Branch Chief  
Research Services Branch

Attachments

**Quarterly Report of Overpayments and Collections - CalWORKs**  
**CA 812 (1/19)**

DOWNLOAD REPORT FORM FROM:

<https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>

EMAIL COMPLETED REPORT FORM TO:

[admca812@dss.ca.gov](mailto:admca812@dss.ca.gov)

COUNTY NAME <b>Select County</b>	VERSION <b>Initial</b>	REPORT QUARTER <b>Select Quarter</b>	REPORT YEAR <b>Select Year</b>
		<b>Claims</b>	<b>Amounts</b>
1. Overpayments identified during the quarter	1		2
2. Total reduction of assistance payments	3		4
a. Overpayment claims and amounts of grant reductions	5		6
b. Overpayments versus underpayments	7		8
3. Total cash collections	9		10
a. Cash collections	11		12
b. Tax intercept collections	13		14
4. Overpayments for which collection will not be pursued	15		16
5. Overpayments fully recovered	17		
6. Overpayment adjustments	18		19
a. Claims/dollars transferred from other counties	20		21
b. Claims/dollars transferred to other counties	22		23
c. Other adjustments	24		25
7. Total collections during the quarter			26
<b>COMMENTS</b>			
Item 6c Explanation			
Revised Report Explanation			
CONTACT PERSON	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	E-MAIL		
SUPERVISOR	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	E-MAIL		
		DATE SUBMITTED	

## **QUARTERLY REPORT OF OVERPAYMENTS AND COLLECTIONS – CALWORKS CA 812 (1/19)**

### **INSTRUCTIONS**

#### **CONTENT**

The quarterly CA 812 report contains statistical information on the number and dollar amount of overpayments identified, grant reductions, cash collections, overpayments that will not be pursued, and overpayments that have been fully recovered during the quarter for the California Work Opportunity and Responsibility to Kids (CalWORKs) Program. This data is comprised of both client-caused and agency-caused overpayments.

#### **PURPOSE**

The CA 812 report provides the California Department of Social Services (CDSS) Fraud Bureau with information to track county collections activity and to determine funding levels resulting from the CalWORKs Fraud Recovery Incentive. California Welfare and Institutions Code, section 11486(j) states that each county shall receive 12.5 percent of the actual amount of aid repaid or recovered by a county, resulting from the detection of fraud. This report also provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

#### **COMPLETION AND SUBMISSION**

The County Welfare Department (CWD) 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 CWD 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 must be received on or before the 20th calendar day of the month following the end of the quarter. If the report's due date falls on a Saturday, Sunday, or state holiday, the report is due on the next business day.

If a county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s) and provide an explanation for the revision in the Revised Report Explanation box. 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. When sending revisions, only include one report per email. **Emails containing multiple reports will not be accepted.**

Download an Excel version of the report form from [CDSS, Data Systems and Survey Design Section \(DSSDS\)](#), complete the downloaded form, and e-mail to the designated CA 812 report inbox at [admca812@dss.ca.gov](mailto:admca812@dss.ca.gov). The electronic submission process contains automatic computations of some cells and provides for the e-mail transmission of completed forms to DSSDS. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDS at (916) 651-8269 or via the CA 812 report inbox.

The report's statewide and county specific data is available on the [CDSS, Research and Data Reports \(RADR\) website](#). Counties are encouraged to review their data on the website each month to confirm that the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form and instructions can be downloaded from the [DSSDS website](#).

## 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.**

In the boxes at the bottom of the form: enter the name, job title or classification, telephone number, extension (if applicable), and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the same information for the contact person's supervisor. Enter the date the report is submitted; this is the date when the report is e-mailed to DSSDS.

## DEFINITIONS

Amounts: These are the dollar amounts for the corresponding claims in each item.

Claims: A claim is an overpayment of a CalWORKs cash grant to the recipient. Each claim is counted. For example, if there are three claims in a CalWORKs case, then the number of claims for that case is three. In Items 2a, 2b, 3a, and 3b, count one claim for each collection because a collection can be made on only one claim at a time. If a collection is made by any of the methods indicated in Items 2a, 2b, 3a, and/or 3b, count the collection as a claim and enter the amount in the appropriate item. When an overpayment is being collected from two cases (i.e., individuals in the case for the original claim are now in different CalWORKs cases), count the overpayment as two claims in Items 2a, 2b, 3a, and 3b.

## ITEM INSTRUCTIONS

1. Overpayments identified during the quarter: Enter the number of claims during the quarter in the Claims column. Enter the dollar amount for overpayments in the Amounts column. **Note: Claims entered in Item 1 do not include cases that are transferred from another county. These should be entered in Item 6a.** [Cells 1 to 2]
2. Total reduction of assistance payments: **Item 2 is automatically calculated and is the sum of Items 2a and 2b.** [Cells 3 to 4]
  - 2a. Overpayment claims and amounts of grant reductions: Enter the number of claims collected by reduction during the quarter in the Claims column. Enter the dollar amount for overpayments collected by reduction in the Amounts column. If your records show a grant reduction on a CalWORKs case for more than one month in the quarter, count this as one claim. [Cells 5 to 6]
  - 2b. Overpayments versus underpayments: Enter the number of claims collected by balancing underpayments against the existing overpayments during the quarter in the Claims column. Enter the full amount of the underpayment that is applied against the overpayment balance as a collection in the Amounts column. [Cells 7 to 8]
3. Total cash collections: **Item 3 is automatically calculated and is the sum of Items 3a and 3b.** [Cells 9 to 10]
  - 3a. Cash collections: Enter the number of claims for which recovery was obtained through cash collections during the quarter in the Claims column. Enter the dollar amount for which recovery was obtained through cash collections during the quarter in the Amounts column. Claims for which collections were made during the quarter for both Item 2a (grant reductions) and Item 3a (cash collections) should be counted in Item 2a and Item 3a, respectively. The amounts in this item do not include tax intercept collections. [Cells 11 to 12]
  - 3b. Tax intercept collections: Enter the number of claims collected from tax intercepts during the quarter in the Claims column. Enter the dollar amount for overpayments collected from tax intercepts during the quarter in the Amounts column. [Cells 13 to 14]

4. Overpayments for which collection will not be pursued: Enter the number of claims for closed cases determined during the quarter to be uncollectable according to state regulations ([MPP 44-350.16](#)) and county policy in the Claims column. Enter the dollar amount for closed cases determined during the quarter to be uncollectable according to state regulations ([MPP 44-350.16](#)) and county policy in the Amounts column. Although these are "written off" and will be subtracted from the balance, the county must maintain information on these claims to facilitate collection if circumstances change ([MPP 25-480](#)). [Cells 15 to 16]
5. Overpayments fully recovered: Enter the number of claims for which overpayments have been fully recovered in the Claims column. [Cell 17]
6. Overpayment adjustments: **Item 6 is automatically calculated and is the sum of Items 6a through 6c.** [Cells 18 to 19]
  - 6a. Claims/dollars transferred from other counties: Enter the number of claims for cases transferred into your county from another county in the Claims column. Enter the dollar amount for cases transferred into your county from another county in the Amounts column. **Note: These are not counted in Item 1 as new claims because they have already been established as an overpayment in another county.** [Cells 20 and 21]
  - 6b. Claims/dollars transferred to other counties: Enter the number of claims for cases transferred out of your county to another county in the Claims column. Enter the dollar amount for cases transferred out of your county to another county. **Item 6b will be a 0 or a negative number. Note: Do this only after overpayment information has been forwarded to the new county and that county has confirmed that collection has been initiated. Overpayment records must be maintained in case the recipient returns to your county.** [Cells 22 to 23]
  - 6c. Other adjustments: Enter any other adjustments to the Claims and Amounts columns. These include changes made to correct errors or to comply with court orders, etc. **If any cell in Item 6c is not 0, then the Item 6c Explanation box must be completed.** [Cells 24 to 25]
7. Total collections during the quarter: **Item 7 is automatically calculated and is the sum of Item 2 Amounts column and Item 3 Amounts column.** [Cell 26]

<b>COMMENTS</b>
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Use the Comments section to:

- Explain the Item 6c adjustment in the Item 6c Explanation box.
- Explain any "0" data entry for an item if the county does not provide the service or if the county is unable to collect or track the data.
- Explain any major fluctuations in data, including major changes in procedures, programming or staffing that have affected the data.
- Provide any other comments the county determines necessary.
- If submitting a revised report, explain the reason for revision in the Revised Report Explanation box.