

May 22, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

ALL COUNTY LETTER NO. 20-54

The purpose of this ACL is to provide clarification on the process County Welfare Departments (CWDs) shall employ when changes in applicant circumstances occur after an application has been initiated but before eligibility has been determined. This letter supersedes [ACL No. 14-57](#).



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

MAY 22, 2020

ALL COUNTY LETTER NO. 20-54

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CALWORKS): TREATMENT OF CHANGES DURING THE  
APPLICATION PROCESS

REFERENCES: MANUAL OF POLICES AND PROCEDURES (MPP) SECTIONS  
[MPP 21-115.1](#); [40-105.14\(SAR\)](#); [MPP 40-115.225](#); [MPP 40-126.1](#);  
[MPP 40-128.11](#); [MPP 40-131.3\(b\)](#); [MPP 40-171.11](#); [MPP 40-171.221](#); [MPP 44-316.312\(a\)\(1\)\(B\)\(SAR\)](#); [MPP 44-317](#); AND [MPP 44-350.18](#);  
ALL COUNTY INFORMATION NOTICE (ACIN) NO I-56-18; [ALL COUNTY LETTER \(ACL\) NO. 14-57](#); [ACL NO. 12-25](#); [ACL NO. 12-25E](#); [ACL NO. 12-49](#); [ACL NO. 14-78](#); [ACL NO. 16-119](#); [ACL NO. 18-82](#); AND [ACL NO. 18-137](#)

The purpose of this ACL is to provide clarification on the process County Welfare Departments (CWDs) shall employ when changes in applicant circumstances occur after an application has been initiated but before eligibility has been determined. The specific changes addressed in this letter are income, deprivation, household composition and the difference between changes that occur during the application process and recipient mid-period changes. **This letter supersedes [ACL No. 14-57](#).**

## **CalWORKs**

Per [MPP section 40-126.1](#), CWDs have up to 45 calendar days to process a CalWORKs application. During that time, the applicant's circumstances may change, potentially affecting their eligibility and/or grant determination. When determining eligibility and grant amount, all information available to the CWD shall be taken into consideration. Applicants are required to report any change in circumstances which may affect eligibility and/or grant amount within five calendar days of the occurrence [MPP sections 40-105.14(SAR) and 40-105.14(AR/CO)]. Eligibility changes include, but are not limited to, changes in income and resources, Assistance Unit (AU) composition, deprivation, etc.

CWDs shall ensure that the application interview includes a full discussion of the applicant's responsibility for reporting all facts and for notifying the CWD immediately of all changes in circumstances material to a correct determination of eligibility and grant amount [MPP section 40-131.3(b)]. Before the caretaker relative signs the statement of facts after the interview (currently the SAWS 2 Plus), the eligibility worker should clarify, in detail, what changes in circumstances must be reported to the CWD, as well as the possible consequences for failure to disclose any changes to the information provided on the statement of facts.

Additionally, the CWD must review the Rights and Responsibilities with the applicant during the eligibility interview process, document the conversation in case notes, and retain a copy of the signed Rights and Responsibilities in the case file. The Rights and Responsibilities are currently found partially in the SAWS 2 plus and more broadly in the SAWS 2A SAR. The SAWS 2A SAR is mandatory and must be signed by the applicant caretaker relative, the other adult (spouse/step-parent) or parent of the aided child(ren) living in the home and the county worker conducting the eligibility interview.

Counties that elect to conduct the personal interview telephonically or by other electronic means must ensure signature requirements are met. If an interview is conducted by phone or other electronic means, a signature must still be obtained on application documents. The signature can be secured by mail or telephonically. Please refer to [ACL No. 16-119](#) and [All County Information Notice No. I-56-18](#) for more information on electronic/telephonic interviews at application.

Any changes reported by the AU while the CWD is still determining CalWORKs eligibility shall be used to make a correct final determination of eligibility and grant amount. If changes that are not considered mandatory mid-period reports take place after the legal beginning date of aid, but before the determination of eligibility, and the changes result in applicant ineligibility, the CWD shall deny aid [MPP section 40-171.221(g)]. If the changes do not result in ineligibility, but affect the grant amount, they

shall be used to determine the correct grant amount for the AU. Conversely, if the applicant is ineligible at the time of the application, but will become eligible within 60 days, the CWD shall withhold action on the application until the applicant family will be eligible (MPP section 40-171.11). Using the appropriate Notice of Action (NOA), the applicant must be notified that the application is being held and the date when action will be taken. Notice of Action message M41-440G - Suspend Application – CalWORKs AU, is attached to this ACL for demonstration purposes. No changes have been made other than for accessibility.

### **Income Changes**

CWDs shall use information provided in the SAWS 2 Plus to determine eligibility and grant amount for applicants based on actual and reasonably anticipated income. Actual income is used to determine if the applicant passes the first applicant income eligibility test (MPP section 44-207.11).

The second financial eligibility test is based on the family's combined reasonably anticipated monthly net non-exempt income, using recipient disregards, for the upcoming payment period (MPP section 44-207.221). The process for determining the grant amount for the upcoming payment period is the same as when determining ongoing payment periods for other recipients, income received in the application month (which will act as the "data" month) plus any reasonably anticipated income for the upcoming payment period for the case type (SAR or AR/CO). CWDs shall use any and all information available to them, including income that they identify through other sources, such as information from the Income Eligibility Verification System (IEVS) or the Employment Development Department (EDD), when determining eligibility and grant amount. The CWD shall not delay the determination of eligibility pending receipt of IEVS information if other information establishes the individual's eligibility (MPP section 40-115.225).

When an AU is receiving direct child support income, the CWD must count the income for purposes of determining whether the AU passes the initial applicant financial eligibility test and determining the grant for the initial month of aid when child support has been received in that month. If the application takes more than the initial month and the client is still in receipt of the child support income for subsequent months, the income is budgeted for the months of receipt. However, since the applicants' child support rights will be assigned to the CWD and child support will not be received by the applicant once they are receiving CalWORKs, the child support income cannot be counted as income for purposes of determining the AU's grant amount for the Semi-Annual Reporting (SAR) payment period. If the AU retains direct child support and reports it on the SAR 7 and it can be reasonably anticipated to continue, the child support would be counted as unearned income for

each month in the SAR or AR/CO payment period minus the \$50 disregard. For AU's who have the needs of stepsiblings or half-siblings excluded from the AU's MAP in order to receive 100% of the child support collected on behalf of that child(ren) pursuant to [ACL No. 18-82](#), the child support received for that child shall not be counted against the AUs grant amount.

The CWDs must treat direct child support received by AUs assigned to the K1 or 3F aid codes differently than another applicant AUs. The AUs in these aid codes will receive child support directly and these payments shall be treated as unearned income. The CWDs shall refer to [ACL No. 14-78](#) for instruction on treatment of child support income for AUs with K1 and 3F aid codes. As a reminder, the K1 and 3F aid codes represent families in which all adults have been discontinued or removed from the CalWORKs grant for being timed out, fleeing felon or long-term WTW sanctioned. The K1 aid code represents a one-parent AU, and the 3F aid code represents a two-parent AU.

### **Deprivation Changes**

In order to be eligible for CalWORKs, the child for whom aid is being requested must be deprived of parental support or care (MPP section 41-400). For deprivation to be established based on unemployment, the principal earner: (A) is not employed, or (B) is employed less than 100 hours during the four-week period prior to the date of eligibility, for cash aid based on unemployment [MPP section 41-440 (a)(1)]. Therefore, the 100-hour deprivation rule is only to be applied to the four weeks prior to the application date; it is not to be used prospectively or in the event the principal earner has worked additional hours since the date of application **or has received a job offer**. The only time a county should reevaluate an applicant's 100-hour eligibility is if at the time of application, the family does not meet deprivation requirements based on the 100-hour rule, but they likely will in the near future. In that case, the CWD shall hold action on the application for up to 60 days and inform the applicant of the withholding using the attached CDSS-created Notice of Action (NOA) message [M41-440G (7/14)] (MPP section 40-171.11). Once the family meets the 100-hour rule, their financial eligibility shall be determined based on their current circumstances.

### **Household Composition Changes**

Applicants must report within five days if their household composition changes during the application process (i.e., if anyone moves in or out of the home and/or AU). If aid has not yet been granted, these changes will be taken into account when determining initial eligibility and grant amount. If aid has already been granted, these reports will be treated as voluntary mid-period reports and will only be acted upon if the change results in an increased grant [MPP section 44-316.31(SAR)]. The exception is for Annual

Reporting/Child-Only (AR/CO) cases. As described in [ACL No. 12-49](#), household composition changes under the AR/CO system are mandatory mid-period reports and must be reported within ten days. CWDs must take action on the reported change regardless of whether it results in a grant decrease.

### **Other Changes**

For SAR cases, mandatory reports are required twice annually (at annual redetermination and with the SAR 7 report), and for AR/CO clients are only required to report once at annual redetermination. While both SAR and AR/CO also require mandatory mid-period reports under certain circumstances, these rules do not apply to applicants. All changes that take place before the application has been approved for aid are not considered mid-period reports and shall be taken into account when determining eligibility and the correct grant amount [MPP sections 40-181(e)(1)(SAR) and 40-181.1(e)(1)(AR/CO)]. This includes changes to household composition, changes in income or resources, changes in need, any changes to the determination of deprivation, and any other changes that may have an effect on eligibility or grant amount. Please see Attachment One for examples of how to treat eligibility changes that are appropriately reported during the CalWORKs application process.

**Changes that take place after aid has been granted are treated similar to household composition changes for SAR AUs in that most, like income, are treated like mid-period reports. New recipients may or may not have an Income Reporting Threshold (IRT) immediately after aid is granted.** If the CWD has provided the AU's with their IRT at the time aid was granted the new recipient is subject to IRT rules. As instructed in the annual IRT ACL, recipients are only responsible for reporting income over the IRT for which they were last informed. If the new AU has not yet been given their IRT they cannot be subject to IRT rules. Please refer to ACL 18-137, pages two and three, "Informing Recipients of Their IRT."

### **TRANSLATIONS:**

For questions on translated materials, please contact the CDSS Language Services at (916) 651-8876. CWDs are required to provide CDSS translation to applicants and recipients in their primary languages when they are or become available. Until translations are available, recipients who have elected to receive materials in languages other than English must 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. When the percentage of non-English cases in a program and/or office location is less than five

percent, this requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. When the percentage of non-English cases in a program and/or office location is equal to or more than five percent, the CWD must assign a sufficient number of qualified bilingual employees to public contact positions in that program or location, as calculated pursuant to MPP section 21-115.1. Language services shall be provided free of charge to the applicant/recipient.

More information regarding languages services, which includes both interpretation and translations, can be found in MPP section 21-115.

If you have any questions regarding this letter, please contact your CalWORKs County Consultant or call the Early Engagement and Eligibility Bureau at (916) 654-1322.

Sincerely,

***Original Document Signed By:***

JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division

c: CWDA

Attachments

**CalWORKs Examples: How to Treat Changes During the Application Period**

**Example 1:**

A Parent with two children applies for CalWORKs on June 9, 2020. The parent is unemployed and comes in for their interview on June 22<sup>nd</sup>. On June 20<sup>th</sup> they were hired for a new job. The parent reports this to the worker and verifies that their start date is June 25. They also provide verification that they will be working 20 hours a week at \$13 an hour and will be paid weekly. The parent expects to receive their first check on July 8<sup>th</sup>. With that information, the worker can reasonably anticipate no monthly income in the month of June and a monthly income of \$1125.80 beginning in July using a weekly conversion factor ( $\$13 \times 20 \times 4.33 = \$1125.80$ ). Their actual, current income of \$0 will be used to determine if they pass the first applicant financial eligibility test (MPP section 44-207.1). Their reasonably anticipated income from the new job will be used to determine the AU's eligibility and grant amount for the June through November Semi-Annual Reporting (SAR) period (MPP section 44-207.2). The CWD will prorate the June grant amount using the date they applied for CalWORKs (June 9<sup>th</sup>).

The Non-Exempt Maximum Aid Payment (MAP) in the AU's Region 1 county for an AU of three is \$878.

**Determining the prorated grant for the initial month of aid - provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
÷30	Days in the month
\$29.26	Subtotal
x22	Number of days in the month the AU is eligible for
\$643	Grant amount for June

The parent has no reasonably anticipated income for the month of June. Their current MAP is prorated beginning June 9<sup>th</sup>. Aid is granted in the amount of \$643 for the month of June.

To calculate their grant for July through November, apply the earned income disregard exemptions to determine their net nonexempt income (NNI) for the remainder of the payment period.



**Determining the grant for the remaining months in the payment period – provided in the example below in part one and part two:**

**Part one**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
\$1125.80	Reasonably Anticipated Monthly Earned Income for July - November
-500	Unused DBI disregard*
\$625.80	Subtotal
÷2	EID – 50 percent of the remaining earned income
\$312	NNI The NNI is rounded down to the next whole dollar amount

**Part two**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
\$878	MAP for AU of three
- 312	NNI
\$566	Grant amount for July – November

\*This reflects the increased earned income disregard of \$500 effective 6/1/20.

The AU's countable income for the months of July - November is \$312. Aid is granted in the amount of \$566 for the months of July - November.

**Example 2:**

Same as above, but the parent doesn't find out their start date or know how many hours they will be working until after their application has been approved. Since they cannot reasonably anticipate the income from their new job, no income will be used to determine the AU's eligibility or grant amount. As long as they met their reporting requirements and reported all changes within five days during the application period, the CWD will not assess an overpayment based on their new job or income (MPP sections 44-207.2 and 44-315.3).

The Non-Exempt MAP in the AU's Region 1 county for an AU of three is \$878.

**Determining the prorated grant for the initial month of aid – provided in the example below:**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
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\$878	MAP for AU of three
÷30	Days in the month
\$29.26	Subtotal
x22	Number of days in the month the AU is eligible for
\$643	Grant amount for June

The AU's current MAP is prorated beginning from June 9<sup>th</sup>. Aid is granted in the amount of \$643 for the month of June.

**Determining the grant for the remaining months in the payment period:**

The parent has no reasonably anticipated income for the remaining months of the payment period, so aid is granted in the amount of \$878 for the months of July - November.

**Example 3:**

A parent with two children applies for CalWORKs on August 4, 2020. They have applied for unemployment insurance benefits (UIB) but is not sure of the amount that will be authorized or when they will start receiving the payments. At the time of application, their UIB income cannot be reasonably anticipated. Three days after their interview, they receive their first check and reports it to the CWD within five days as required (MPP section 44-105.14). However, by the time they report the income, the application has been approved and they are considered a current recipient. Their report will be treated as a mid-period voluntary report and the UIB will not affect the AU's grant amount until the following SAR period (MPP section 44-316.31).

The Non-Exempt MAP in the AU's Region 1 county for an AU of three is \$878.

**Determining the prorated grant for the initial month of aid – provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
÷31	Days in the month
\$28.32	Subtotal
x28	Number of days in the month the AU is eligible for
\$792	Grant amount for August

The AU's current MAP is prorated beginning from August 4<sup>th</sup>. Aid is granted in the amount of \$792 for the month of August.

**Determining the grant for the remaining months in the payment period:**

Aid is granted in the amount of \$878 for the months of September - January because the parent's UIB cannot be used until the following SAR period.

**Example 4:**

A parent with two children applies for CalWORKs on September 1, 2020. They work part-time 20 hours a week earning \$13 per hour and has no other household income. Their monthly income is calculated using a weekly conversion factor ( $\$13 \times 20 \times 4.33 = \$1125.80$ ). On September 10<sup>th</sup> they lose their job, reports it to the CWD and provides verification of their job loss. The total income they received in September was \$520. Their application has not yet been approved, so the CWD uses the information regarding the job loss and reasonably anticipates no income when determining the AU's grant amount for the October - February SAR period.

The Non-Exempt MAP in the AU's Region 1 county for an AU of three is \$878.

**Determining the grant for the initial month of aid – provided in the example below in part one and part two:**

**Part one**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
\$520	Gross Earned Income for September
-500	Unused DBI disregard*
\$20	Subtotal
÷ 2	EID – 50 percent of the remaining earned income
\$10	NNI

**Part two**

<b>Formulas by Line Item</b>	<b>Explanation of Line Item</b>
\$878	MAP for AU of three
-10	NNI
\$868	Grant amount for September

\*This reflects the increased earned income disregard of \$500 effective 6/1/20.

The parent has \$10 of NNI in the application month. Their income is not reasonably anticipated to continue, so it will not be used to determine their grant for the payment period. Aid is granted in the amount of \$868 for September.

**Determining the grant for remaining months in the payment period:**

Aid is granted in the amount of \$878 for the months of October – February because the client lost her job.

**Example 5:**

Same as above, but when the parent makes the timely report of their job loss, the application had already been approved on September 5<sup>th</sup> and the AU's grant calculated. The AU's first aid payment is issued on September 5<sup>th</sup> when the application is approved. Per MPP section 44-316.311(a)(SAR), the report of decreased income due to the job loss is treated like a voluntary mid-period report and the AU's grant amount will be recalculated based on recipient SAR rules. Any supplemental payments will be provided to the AU within ten days (MPP section 44 316.312[a][4][SAR]).

**Determining the grant for the initial month of aid- provided in the example below in part one and part two:**

**Part one**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
\$1125.80	Gross Earned Income for September
-500	Unused DBI disregard
\$625.80	Subtotal
÷2	EID – 50 percent of the remaining earned income
\$312	NNI The NNI is rounded down to the next whole dollar amount

**Part two**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
\$878	MAP for AU of three
-312	NNI
\$566	Grant amount for September

**Recalculating the grant for the initial month of aid - provided in the example below:**

<b>Formula by Line Item</b>	<b>Explanation of Line Item</b>
\$520	Gross Earned Income for September
-500	Unused DBI disregard*

\$20	Subtotal
÷2	EID – 50 percent of the remaining earned income
\$10	NNI

\*This reflects the increased earned income disregard of \$500 effective 6/1/20. Provided in the example below:

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
-10	NNI
\$868	Grant amount for September

**Determining the supplemental payment for the initial month of aid - provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$868	Recalculated grant amount for September
-566	Grant amount received for September
\$302	Supplemental payment for September

The AU will receive a supplemental payment of \$302 for the month of September.

#### **Example 6:**

On September 8, 2020, a parent applies for CalWORKs for their self, their spouse and their two children. The applying parent is identified as the principal earner; however, they have a lay-off notice that verifies their last day of work will be September 30<sup>th</sup>. Until then they will continue their normal schedule of Monday – Friday, 6 hours of work per day for a total of 30 hours per week. The CWD informs the family that they do not currently meet any deprivation requirements but could potentially meet unemployed parent deprivation requirements once the principal earner becomes unemployed and does not exceed 100 hours of employment in the four weeks prior to CalWORKs approval (MPP 41-440.1[a][2]). The four-week period is adjusted daily and the CWD calculates that if the principal earner does not work at all after September 30<sup>th</sup> then they would meet the unemployed parent deprivation requirement on October 7<sup>th</sup> (MPP 41-440.22).

The worker pends the application and sends the AU a notice of action (Attachment Two) stating they are not currently eligible, but their application will be re-examined on October 7<sup>th</sup>, which is the first day that the principal earner parent will have worked less than 100 hours in the proceeding four weeks. On October 9<sup>th</sup> the CWD meets with the parents and verifies that no other changes have taken place since the principal earner

completed their application (i.e., is still unemployed, has not yet been granted UIB and their current and reasonably anticipated income is zero). The AU's application is granted for the October - March SAR period with an October 7<sup>th</sup> beginning date of aid.

The Non-Exempt MAP in the AU's Region 1 county for an AU of four is \$1060.

**Determining the prorated grant for the initial month of aid – provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$1060	MAP for AU of four
÷31	Days in the month
\$34.19	Subtotal
x25	Number of days in the month the AU is eligible for
\$854	Grant amount for October

The AU's MAP is prorated beginning October 7<sup>th</sup> and they are granted aid in the amount of \$854 for October.

**Determining the grant for the remaining months in the payment period:**

Aid is granted in the amount of \$1060 for the payment period of November - March.

**Example 7:**

A parent applies for CalWORKs for their self, their spouse and their child on September 8, 2020. They are the principal earner but has been unemployed for three months. When they go to their interview on September 10<sup>th</sup>, they report they have a job offer that will start on October 17<sup>th</sup> and will pay a monthly salary of \$1,385. Based on this job offer, they anticipate earning \$0 in October as their first payday will begin on November 1<sup>st</sup>. In November they reasonably anticipate earning a partial month's salary of \$625. Their full monthly salary will begin in December. Since they have not worked more than 100 hours in the four weeks prior to their application date, their family still meets the unemployed parent deprivation requirement. They meet all other eligibility requirements and will begin receiving aid for September. Their SAR period is September - February and their reasonably anticipated, net, non-exempt monthly income for the upcoming SAR period will be calculated as follows.

The Non-Exempt MAP in the AU's Region 1 county for an AU of three is \$878.

**Determining the prorated grant for the initial month of aid – provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
÷30	Days in the month
\$29.26	Subtotal
x23	Number of days in the month the AU is eligible for
\$672	Grant amount for September

The AU has no income for the month of September and their current MAP is prorated beginning September 8<sup>th</sup>. Aid is granted in the amount of \$672 for the month of September.

#### **Determining the grant for October:**

The AU has no reasonably anticipated income for the month of October. Therefore, aid is granted in the amount of \$878 for October.

#### **Determining the grant for November – provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$625	Gross Earned Income for November
-500	Unused DBI disregard*
\$400	Subtotal
÷2	EID – 50 percent of the remaining earned income
\$125*	NNI

\*This reflects the increased earned income disregard of \$500 effective 6/1/20. Provided in the example below.

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
-125	NNI
\$753	Grant amount for the month of November

The AU's countable income for the month of November is \$125. Aid is granted in the amount of \$753 for November.

#### **Determining the grant for remaining months in the payment period – provided in the example below:**

Formula by Line Item	Explanation of Line Item
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\$1,385	Reasonably Anticipated Monthly Earned Income for December - February
-500	Unused DBI disregard*
\$885	Subtotal
÷2	EID – 50 percent of the remaining earned income
\$442*	NNI *The NNI is rounded down to the next whole dollar amount.

\*This reflects the increased earned income disregard of \$500 effective 6/1/20. Provided in the example below.

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
-442	NNI
\$436	Grant amount for December - February

The AUs countable income for the months of December - February is \$442. Aid is granted in the amount of \$436 for the months of December - February.

### **Example 8:**

A parent applies for CalWORKs for their self, their spouse, and their child on September 8, 2020. They are the principal earner but have been unemployed for three months. When they go to their interview on September 12<sup>th</sup>, they report that they became employed on the 9<sup>th</sup> and has worked 24 hours since and expects to work full-time. The parent informs the CWD that they will not be getting their first paycheck until October 1<sup>st</sup>. At that time, their paycheck will be a half-month's earnings (\$1,212). On November 1<sup>st</sup> they will receive a paycheck for a full month's earnings (\$2,424). The CWD will not reevaluate the case for deprivation since they met the 100-hour unemployment deprivation requirements at the time of application. However, the CWD will reevaluate income since the parent has started working. The AU's SAR period is September - February and their reasonably anticipated, monthly NNI for the upcoming SAR period will be calculated as follows.

The Non-Exempt MAP in the AU's Region 1 county for an AU of three is \$878.

**Determining the prorated grant for the initial month of aid – provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three



÷30	Days in the month
\$29.26	Subtotal
x23	Number of days in the month the AU is eligible for
\$672	Grant amount for September

The AU has no income for the month of September and his current MAP is prorated beginning September 8<sup>th</sup>. Aid is granted in the amount of \$672 for September.

**Determining the October grant amount – provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$1,212	Gross Earned Income for October
-500	Unused DBI disregard*
\$712	Subtotal
÷2	EID –50 percent of the remaining earned income
\$356	NNI

\*This reflects the increased earned income disregard of \$500 effective 6/1/20. Provided in the example below.

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
-356	NNI
\$522	Grant amount for the month of October

The AU's countable income for the month of October is \$356. Aid is granted in the amount of \$522 for October.

**Determining the grant for remaining months in the payment period - provided in the example below:**

Formula by Line Item	Explanation of Line Item
\$2,424	Reasonably Anticipated Monthly Earned Income for November - February
-500	Unused DBI disregard*
\$1,924	Subtotal
÷2	EID – 50 percent of the remaining earned income
\$962	NNI

\*This reflects the increased earned income disregard of \$500 effective 6/1/20. Provided in the example below.

Formula by Line Item	Explanation of Line Item
\$878	MAP for AU of three
-962	NNI
\$0	Grant amount for November – February

Beginning in November, the family will become financially ineligible for CalWORKs. The parent reported reasonably anticipated income for November - February is \$2,424. The AU is ineligible for CalWORKs beginning November 1<sup>st</sup> because the NNI exceeds the MAP for an AU of three (\$878).

State of California  
Department of Social Services

Auto ID No.:  
Source :  
Issued by :  
Reg Cite : 40-171.11; 41-401, 41-440

Noa Msg Doc No.: M41-440G Page 1 of 1  
Action : Suspend Application  
Issue: Deprivation, CalWORKs-U  
Title: 100 Hour Work Rule

Use Form No. : NA 290  
Original Date : 07-14-2014  
Revision Date : 05-01-2020

MESSAGE:

The County has put your application for cash aid dated \_\_\_\_\_ on hold.

Here's why:

The principal earner in your family worked more than 100 hours in the four weeks before the date of application, so (s)he is not considered unemployed. Your family does not meet the unemployed parent rule to be eligible for CalWORKs. However, the principal earner in your family recently:

- ☐ lost his/her job  
OR  
☐ had his/her work hours reduced

On \_\_\_\_\_ the principal earner in your family will have worked less than 100 hours in the four weeks before your family might be eligible for CalWORKs and will meet the definition of unemployed. At that time, we will look at your application and other household conditions again and decide your eligibility for CalWORKs from that date forward.

A principal earner is the person who has earned the most money in the 24 months before your application for CalWORKs.

The principal earner in your family is \_\_\_\_\_.

INSTRUCTIONS: Use to suspend an application for CalWORKs-U when the principal earner worked more than 100 hours in the four weeks prior to the application date but has since lost his/her job or had his/her hours decreased. Specify the date that they will meet the 100-hour rule. Specify the name of the principal earner in the space provided.

This message replaces M41-440G (07/14)