

October 15, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 21-101

This All County Letter provides guidance to County Welfare Departments regarding action on information received during the certification period for CalFresh under simplified reporting rules and California's Semi-Annual Reporting system.



KIM JOHNSON
DIRECTOR

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

October 15, 2021

ALL COUNTY LETTER NO. 21-101

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALFRESH PROGRAM SPECIALISTS
ALL CALWORKS PROGRAM SPECIALISTS
ALL IHSS PROGRAM SPECIALISTS
ALL QUALITY CONTROL COORDINATORS
ALL CONSORITA REPRESENTATIVES

SUBJECT: CALFRESH MID-PERIOD ACTIONS

REFERENCE: [TITLE 7 CODE OF FEDERAL REGULATIONS \(CFR\) 7 CFR 273.2\(f\)\(8\)\(ii\); 7 CFR 273.2\(f\)\(11\); 7 CFR 273.11\(n\); 273.12\(a\)\(5\)\(vi\); 7 CFR 273.12\(a\)\(5\)\(vi\)\(B\); 7 CFR 273.12\(a\)\(5\)\(vi\)\(B\)\(4\); 7 CFR 273.12\(a\)\(5\)\(v\); 7 CFR 273.12\(a\)\(1\)\(vii\); 7 CFR 273.12\(c\); 7 CFR 273.12\(a\)\(5\)\(vi\)\(B\)\(1\); 7 CFR 273.12\(a\)\(5\)\(vi\)\(B\)\(2\); 7 CFR 273.12\(c\)\(4\)\(iv\); 7 CFR 273.12\(a\)\(5\)\(vi\)\(B\)\(3\); 7 CFR 273.13\(a\)\(3\); 7 CFR 273.13\(b\); FNS MEMO DATED AUGUST 21, 2019 ON INFORMATION FROM THIRD PARTY PAYROLL SOURCES; MANUAL OF POLICY AND PROCEDURES SECTION 63-503.7; ALL COUNTY LETTER \(ACL\) ACL 12-25; ACL 12-25E; ACL 15-82; ACL 17-41; ACL 17-58; ACL 18-20; ACL 19-33; ACL 19-93; ACL 20-132; ACL 21-25; ACL 21-16; ALL COUNTY INFORMATION NOTICE I-41-10](#)

This All County Letter (ACL) provides guidance regarding County Welfare Department (CWD) action on information received during the certification period for CalFresh under simplified reporting rules and California's Semi-Annual Reporting (SAR) system. The term "mid-period action" refers solely to required CWD action on information received during the certification period. This guidance does not apply to information received at initial certification, periodic report (i.e., SAR 7), or recertification. This ACL supersedes all prior policy guidance regarding CWD action on information received during the certification period. This newly issued guidance will refer to "during the certification period" as "mid-period".

Background

Simplified reporting supports program participation of eligible households by allowing extended certification periods and reduced reporting requirements per federal Supplemental Nutrition Assistance Program (SNAP) regulations at [7 Code of Federal Regulations \(CFR\) 273.12\(a\)\(5\)](#). Under simplified reporting, there are two distinct policy options for how state agencies respond to information received about a household during the certification period. These policy options do not apply to information received about a household at initial certification, periodic report (i.e., SAR 7), or recertification. State agency action on information received about a household at initial certification, periodic report, or recertification is informed by other federal regulations.

The two policy options for how state agencies respond to information received mid-period are:

1. Act on any change in household circumstances; or
2. Do not act on changes that would result in a decrease in the household's benefits, with certain exceptions.

With the implementation of simplified reporting and SAR, California chose the second option to act only on certain information reported mid-period. Under this option described at [7 CFR 273.12\(a\)\(5\)\(vi\)\(B\)](#), the CWD must act on information that would increase the household's benefits and must not act on information that would decrease the household's benefits unless:

1. The household has voluntarily requested that its case be closed.
2. The state agency has information about the household's circumstances that is considered "verified upon receipt" (VUR). Refer to page eight of this letter for details on VUR information.
3. A household member has been identified as a fleeing felon or parole violator. Refer to [ACL 15-82](#) issued on October 14, 2015, for the definition of fleeing felon and parole violators.
4. There has been a change in the household's Public Assistance (PA) grant.

PA means California Work Opportunity and Responsibility to Kids (CalWORKs), Tribal Temporary Assistance for Needy Families (TANF), SSI/SSP, and General Assistance/General Relief (GA/GR). Refer to [ACL 21-25](#) issued on March 4, 2021, for more information on PA.

5. The state agency has verified information that a member of a household has received substantial lottery or gambling winnings.

Substantial winnings are defined as a cash prize won in a single game, purchase of a ticket, hand or similar bet, which is equal to or greater than the CalFresh resource limit for elderly or disabled households. Refer to [ACL 20-132](#) issued on December 11, 2020, for guidance regarding action on receipt of substantial lottery and gambling winnings.

Additionally, under [7 CFR 273.12\(a\)\(5\)\(iii\)\(G\)](#) there are three changes, referred to as “mandatory reports,” that CalFresh households must report within 10 days of the date the change becomes known to the household. The state agency must act on mandatory reports mid-period regardless of the impact on benefits:

1. Gross monthly income received over the Income Reporting Threshold (IRT).
2. A reduction in work hours below 20 hours per week, averaged monthly, for Able Bodied Adults Without Dependents (ABAWDs) subject to the ABAWD time limit.
3. Receipt of substantial lottery and gambling winnings.

Finally, under [7 CFR 273.12\(e\)](#) the CWD must act on certain mass changes mid-period. These changes are known as “county initiated mid-period actions” and are defined as mass changes or changes that the household does not need to report, such as a Cost of Living Adjustment (COLA) or a change in eligibility criteria due to legislative or regulatory action.

Acting on voluntary mid-period reports

Following the option that California chose under [7 CFR 273.12\(a\)\(5\)\(vi\)\(B\)](#), the CWD must act mid-period on information voluntarily reported by a household that would increase benefits. When a household makes a voluntary mid-period report of a change in circumstances, the CWD must act promptly to determine if the change affects the household’s eligibility or allotment.

The CWD must not take action on voluntary mid-period reports that will result in a **decrease** in a household’s benefits, unless otherwise specified. Note, a “decrease in a household’s benefits” includes ineligibility. Whenever the CWD does not take action on a voluntary mid-period report because it will result in a decrease in a household’s benefits, the CWD must document clearly in the case record the reason for not taking action and must send the household a No-Change Notice of Action (NOA). The notice

must also remind the household that they have to report the information at the next SAR 7 or recertification, whichever comes first.

For mid-period changes reported but not acted on, the CWD must ensure the information, if still applicable, is reported at the household's next SAR 7 or recertification and resolve any inconsistencies or discrepancies. If a voluntary change is reported and verified at the household's next SAR 7 or recertification, the CWD must take action regardless of the impact on benefits.

Under [7 CFR 273.12\(c\)\(1\)\(i\)](#), when a reported change will result in an **increase** in the household's benefits, the change must be effective no later than the first allotment issued 10 days after the date the change was reported. For example, a \$40 decrease in income reported on October 15 would increase the household's monthly benefit allotment for the November benefit month because the change must take effect no later than October 25 (10 days after the change is reported) and the next monthly benefit allotment would be the November benefit month. If the same decrease in income were reported on October 28, and it is too late in the month to make the change to the household's monthly benefit allotment for the November benefit month, the change must be effective no later than the December benefit month. As a result, no supplements are issued.

Under [7 CFR 273.12\(c\)\(1\)\(ii\)](#), there are only two situations when the CWD is required to issue a supplement when a change is reported too late in the month to increase the household's next monthly benefit allotment: 1) when there is an increase in a household's benefits due to the addition of a new household member who is not a member of another certified household; or 2) when there is a decrease of \$50 or more in the household's gross monthly income. When a supplement is required, the county must issue the supplement no later than the 10th day of the following month. For example, if the household reports a \$60 decrease in income on October 28, and the household's monthly benefit allotment takes effect on November 1, the household would receive their monthly benefit allotment on November 1 and the CWD must issue a supplement to November benefits by November 10.

Note, the CWD must act on any change which would result in an increase in benefits, not just income changes. Examples include, but are not limited to, adding a new household member with no income and a change in shelter expenses, dependent care costs, or other deductible expenses.

In cases where the CWD requires verification to act on the change that would result in an increase in benefits, the CWD must inform the household in writing of the additional verification requirements and that failure to provide the verification within the specified date will result in no change to benefits. If the household fails to provide the required

verification within 10 days of the change being reported but provides the verification at a later date, then the timeframe for taking action on changes must run from the date verification is provided rather than from the date the change was reported. Once the household provides the required verification, the CWD must issue the benefit increase no later than the first allotment issued 10 days after the date the verification was provided.

Following federal regulations at [7 CFR 273.2\(f\)\(8\)\(ii\)](#), the CWD must not verify changes in income if the income source has not changed and if the amount has changed by \$50 or less, unless the information is incomplete, inaccurate, inconsistent or outdated (older than 60 days). Since CWDs must only act on information that results in an increase to the household's benefits, unless otherwise specified, the CWD must only require verification of an income change if it is over \$50, the income source has changed, and the change would result in an increase to the household's benefits.

For changes that would result in a decrease or no change in benefits, the CWD must not request verification and must document in the case record any voluntarily reported information, including any verification submitted voluntarily. Even if verification is submitted for changes that would result in a decrease in benefits the CWD must not act but must follow up with the household at the household's next periodic report (i.e., SAR 7) or recertification, whichever comes first.

Proper documentation in the case record is imperative for all changes reported mid-period even if the CWD does not act on the change. Proper documentation means the information reported by the household is documented to support eligibility, ineligibility, benefit level determination or no action by the CWD. Documentation must be in sufficient detail to allow a reviewer to determine the reasonableness and accuracy of the determination.

To close out this section, it is important to remember that households certified with income between 131 and 200 percent Federal Poverty Level (FPL) do not have a mandatory income reporting requirement because they have already reported income over 130 percent at application and met their mandatory IRT reporting requirement. Therefore, if a household certified with income between 131 and 200 percent FPL makes a report of an income change mid-period it is considered a voluntary report and rules outlined in this section must be applied accordingly.

Mid-Period Action Overview

The following section provides an overview of when the CWD must act based on information received mid-period.

The CWD must act mid-period, **regardless of an increase or decrease** in benefits, when the following information is received:

1. A mandatory report made by the household, including:
 - a. Gross monthly income received over the IRT;
 - b. A reduction in work hours below 20 hours per week, averaged monthly, for ABAWDs subject to the time limit; or
 - c. Receipt of substantial lottery and gambling winnings.
2. A voluntary report made by the household of a change in circumstances resulting in an increase in benefits.
3. A voluntary request made by the household to close their CalFresh case.
4. A voluntary report made by the household of a change in residence. The CWD must investigate and take action on potential changes in shelter costs arising from this reported change.
5. The three-month limit for an ABAWD subject to the time limit ends or an ABAWD who has regained eligibility, is not exempt, and does not reside in an area with an ABAWD waiver, stops meeting the work requirement. The CWD must also evaluate whether the ABAWD has exhausted their three additional consecutive months. Refer to [ACL 19-93](#) issued on September 12, 2019, for guidance on ABAWD eligibility.
6. Failure of a member of the household to comply with a Quality Control Review.
7. The CWD has verified that the CalFresh recipient is receiving SNAP benefits in another state.
8. A household member has been identified as a fleeing felon or probation or parole violator.
9. Verified Nationwide Prisoner Match (NPM) or Deceased Persons Match (DPM). Refer to [ACL 19-33](#) issued on April 16, 2019, for guidance on NPMs and DPMs.
10. Information that is considered VUR (see page eight of this letter for VUR details). Information considered VUR is limited to the following:
 - a. A voluntary report made by the household of a household composition change.

- b. A voluntary report made by the household of a change of address.
- c. A Payment Verification System (PVS) report.

The PVS match contains Retirement, Survivors and Disability Insurance data from the Social Security Administration, State Unemployment Insurance, and State Disability Insurance data from California's Employment Development Department (EDD).

- d. Social Security and Supplemental Security Income and/or California State Supplementary Payment (SSI/SSP) benefit information obtained from the Social Security Administration (SSA).

Benefit information obtained from SSA is considered reported and verified on the day the information is first known to the agency through any automated data exchange system, including Income Eligibility Verification System (IEVS), State Data Exchange (SDX), or Beneficiary Earnings and Data Exchange (BENDEX). The SDX and BENDEX data is available in MEDS via the "Title XVI -SSI/SSP Information" screen, also known as the INQX screen.

- e. Unemployment insurance benefit (UIB) and State Disability Insurance benefit information that are reported through IEVS and obtained from the California EDD.

UIB information is considered reported and verified on the date of the IEVS notification.

- f. Worker's compensation benefits obtained from the California Worker's Compensation agency.
- g. A California Intentional Program Violation (IPV) report.

The IPV needs to be established in order to disqualify the individual.

- h. PA benefit amount information, not limited to CalWORKs, obtained directly from the CWD. See page two of this letter for the definition of PA.

PA benefit amount information is considered reported and verified on the date the PA benefit amount is authorized.

- i. Information that is reported to and verified by a PA program which triggers action in the PA program, otherwise known as “Information Known to the Agency”.

Such information is considered reported and verified on the date the PA program processes the change. See page 11 of this letter for details on “Information Known to the Agency”.

- j. Information regarding non-citizen status obtained from the Systemic Alien Verification for Entitlements (SAVE) system.
- k. Information regarding In-Home Supportive Services provider wages obtained from the Case Management Information and Payrolling System.
- l. Information regarding the removal of a child from a CalFresh household obtained from Child Protective Services and/or the county Foster Care system.
- m. Information that a household member received substantial lottery or gambling winnings obtained from a gaming entity data match.

Any other changes reported mid-period that would result in a decrease or no change in the household’s benefits, the CWD must not request verification and must document the voluntarily reported information, including any verification submitted voluntarily, in the case record.

Verified Upon Receipt

When the CWD receives information about a household’s circumstances that is considered VUR, the information requires mid-period action with no further verification, regardless of the impact on benefits. “Verified upon receipt” is a term given to a state-prescribed list of specific information that comes directly from the source of information and is free from question. It is important to remember that information cannot *become* VUR just because additional verification has been provided to the CWD.

Information considered VUR may become known to the county through a voluntary report, mandatory report, electronic source, or any other means. California’s prescribed list of information that is considered VUR is provided beginning on page six of this letter, item 10 including subpoints a through n.

Information reported to the CWD that is considered VUR must meet the following criteria:

1. Obtained from the Primary Source

A primary source is a first-hand direct source that has complete and accurate information regarding the circumstances in question.

2. Complete

The information has all the components necessary to take action.

3. Not Questionable

There are no contradicting or discrepant elements to the information that would cast doubt on its timeliness, completeness, or accuracy.

4. Requires no Further Verification

Action can be taken without further verification.

If the information is VUR and the CWD does not need any additional information to act on the change, then the CWD must take action.

While the guidance contained in this letter is specific to action on information received mid-period, please note that information considered VUR must also be acted on at the time of initial certification, periodic report (i.e., SAR 7), and recertification.

Unclear Information

Unclear information refers to information reported about a household's circumstances for which the CWD cannot readily determine the effect on the household's continued eligibility or, in certain cases, the effect on the benefit allotment. Unclear information is information that may or may not be considered VUR, but for which the CWD needs additional information to act on the change appropriately. Unclear information is not restricted to third-party information and may be received through other sources, such as the household.

Guidance regarding action on unclear information received mid-period was released via [ACL 18-20](#) issued February 28, 2018. Changes to CWD action on unclear information are a result of updated federal procedures, primarily for information received through data matches. As the number of available data matches has grown with varying degrees of accuracy and frequency, the increase in unclear information received by CWDs has resulted in CWDs sending requests for verification to households to clarify

information that is outdated or that households are not required to report. This created an additional burden and a barrier to program participation for eligible households, many of whom were then discontinued for failure to respond to the request for verification. The federal changes to procedures for acting on unclear information are intended to address this burden.

As outlined in [ACL 18-20](#), the CWD must follow-up on unclear information if the information:

1. Is less than 60 days old relative to the current month of participation; and
2. Was required to have been reported based on the reporting system to which the household was assigned (in California, all CalFresh households are assigned to SAR.)

The updated procedures also require CWDs to follow-up if the unclear information appears to present significantly conflicting information about household circumstances from that used by the CWD at initial certification or recertification.

If a CWD receives unclear information about a household outside of the periodic report that is less than 60 days old relative to the current month of participation and, if accurate, must be reported, the CWD must send a request for verification using the [Request for Verification \(CW 2200\)](#) form. If the household does not respond to the request for verification or responds but refuses to provide verification within 10 days, a notice of discontinuance must be sent to the household with information that explains the reason for action. All CalFresh households are assigned to SAR and, as previously stated, are only required to report gross monthly income received over the IRT, a drop in work hours for ABAWDs subject to the time limit, and receipt of substantial lottery and gambling winnings. Once the household has responded to the request for verification due to the unclear circumstances, the CWD must act accordingly.

If the unclear information is more than 60 days old relative to the current month of participation, was not required to be reported, or does not present significantly conflicting information from that used by the CWD at initial certification or recertification, the CWD must not act on this information and must not require the household to provide verification until the household's next periodic report or recertification, whichever comes first. CWDs may also refer to [FNS Guidance on Information from Third Party Payroll Sources](#) issued on August 21, 2019 and ACL 21-16 issued on March 8, 2021, for more information on how to act on Information from Third Party Payroll Sources and unclear information.

As mentioned on page nine of this letter, the CWD may receive information mid-period that is typically considered VUR but not sufficient for the CWD to act. This information would then be considered unclear, because the CWD would need additional information to act on the change. For example, the CWD receives information such as a household statement that a new person joined the household, but the household does not report any other information regarding the new household member. The report of the household composition change is considered VUR, however, in this case, the CWD needs additional information and verification from the household about the new household member to determine eligibility and whether a change to the benefit allotment is necessary.

Timelines for Acting on Disqualified Recipient Database Matches

Following regulations at [7 CFR 273.2\(f\)\(11\)](#), the CWD must take immediate action to pursue verification of positive matches within the disqualified recipients database received mid-period. Disqualified recipient database matches include, but are not limited to, the Fleeing Felon Match, California Youth Authority Match, NPM, and DPM. The CWD cannot hold unclear information received from any disqualified recipient databases regardless of how old the information is. Refer to [ACL 19-33](#) issued on April 16, 2019, for guidance on how to act on NPM's and DPM's.

Information Known to the Agency

The federal definition of "state agency" requires that, for SNAP purposes, the state agency must include the organizational entity responsible for administering TANF and other assistance programs, including medical assistance programs. The CWDs in California have integrated the operation of CalFresh, CalWORKs, and Medi-Cal programs. That said, because California has opted to act only on certain changes, the CWD does not need to act if the household reports a change for the other program in which it is participating, and the change does not result in a change for that other program, and would result in a decrease to the household's CalFresh benefits. A "change for the other program" for this purpose refers to information which results in a change in benefits or eligibility.

An example of Information Known to the Agency includes a household reporting an address change to CalWORKs. In this case, because the reported change caused an action for CalWORKs and impacts CalFresh the CWD must act for CalFresh and follow all mid-period address change rules. However, if a Welfare-To-Work CalWORKs recipient provides income information for Welfare-To-Work purposes but the income information does not cause a change in their CalWORKs benefit amount, and CalWORKs eligibility and benefits stay the same, then the CWD must not act for CalFresh.

Quality Control

CWDs are reminded to complete case comments regarding information received by the CWD mid-period. Case comments indicating whether the information received led to a mid-period action or not and the result of the mid-period action or inaction will provide quality control reviewers with adequate information to effectively complete the review and support CWDs in avoiding unnecessary errors.

If you have any questions or need additional guidance regarding the information in this letter, contact the CalFresh Policy Section at CalFreshPolicy@dss.ca.gov.

Sincerely,

Original Document Signed By

JENNIFER HERNANDEZ
Deputy Director
Family Engagement and Empowerment Division

Attachment

**All County Letter (ACL) NO. 21-101 Appendix
CalFresh Mid Period Report Action Guide**

Type of Change	Reporting Required?	Description	Action	Verification Required?	Verified Upon Receipt (VUR)
ABAWD Reduction in Work Hours	Mandatory	ABAWDs <i>who are subject to the time limit</i> are required to report, within 10 days, when work hours drop below 20 per week, or 80 hours averaged monthly.	Determine if individual qualifies for an ABAWD exemption, meets good cause criteria, is eligible to receive an additional three consecutive months of eligibility, or can receive a percentage exemption. If none of these apply, determine if individual has any remaining months in their three countable months of benefits within the 36-month period. If not, discontinue benefits at the end of the month in which timely and adequate notice can be provided.	No	No
Address Change: Report of change in residence	Voluntary	Household voluntarily reports an address change.	Determine the impact on shelter costs. The CWD must not disregard a change in shelter costs related to the address change.	No	Yes

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			<p>This includes a report of a household leaving a drug addiction or alcoholic treatment and rehabilitation center (DAA Treatment Center) made by the DAA Treatment Center using a change report form which includes the household's address change. Refer to ACL 19-51 issued on May 23, 2019 for additional guidance.</p> <p>As of September 1, 2019, shelter costs must not be verified, unless questionable. Client statement of shelter costs is sufficient. Refer to ACL 19-86 issued on August 21, 2019 for additional guidance.</p> <p>If the household does not provide information about shelter costs when they report the address change, send a CW 2200 requesting information. If the household fails to</p>		

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			<p>provide information within 10 days, send the household a notice that CalFresh benefits will be recalculated without the shelter deduction. The household may contact the CWD anytime to provide shelter cost information. Once the CWD has received the shelter cost information the CWD must recalculate the household's budget with the shelter deduction.</p>		
Address Change: Returned Mail	N/A	The United States Postal Service (USPS) returns mail to the CWD indicating the household is no longer at address.	<p>If no forwarding address, document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.</p> <p>If there is a forwarding address provided by USPS, whether a sticker or handwritten on the envelope, do not consider an address change unless confirmed by the household.</p>	No	No
County Initiated Mass Change	N/A	County initiated mid-period actions are	Act on all county initiated actions, even if the	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
		mass changes or changes that the client does not need to report, such as a COLA or a change in eligibility criteria due to regulatory or legislative action.	action results in a decrease or termination of benefits.		
Household Benefit Increase Due to the Addition of a New Household Member or an income decrease of \$50 or More	Voluntary	Household voluntarily reports a new member in their household or a decrease in the household's income of \$50 or more. Either change may result in an increase in the household's benefit amount.	<p>If the benefit increase is due to the addition of a new household member, the CWD must send the household a CW 2200 requesting verification of the new household member's income, if applicable, and any other mandatory verifications required to add the new household member.</p> <p>If the benefit increase is due to an income decrease of \$50 or more, the CWD must send the household a CW 2200 requesting verification of the new income amount, if not already available.</p> <p>If the income decrease led to zero income, a statement from the</p>	Yes	Yes, for the household composition change.

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			<p>household that it has zero income is sufficient evidence that a household cannot reasonably anticipate income during the remainder of the certification period, unless questionable. Refer to ACL 20-48 issued on April 22, 2020 for additional guidance.</p> <p>If verification is provided timely, the household must receive the increase in benefits by the household's first monthly benefit allotment occurring 10 days after the date the change was reported. If it is too late in the month to change the household's next monthly benefit allotment, the CWD must provide a supplement to the household, no later than the 10th day of the following month in which the report was made.</p>		

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			If the household does not provide verification timely, send the household a No-Change NOA. If the household provides verification at a later date, then the timeframe for taking action on the change must run from the date verification is provided rather than from the date the change was reported.		
Household Composition Change	Voluntary	Household voluntarily reports a change in household composition.	<p>If the change would result in a decrease in benefits, do not request verification of the new household member's income and/or any other mandatory verifications and document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.</p> <p>If the change would result in an increase in benefits, the CWD must send the household a CW 2200 requesting verification of the new household member's</p>	Verification of the household composition change itself is not required. However, if applicable, the CWD must request mandatory verifications from the new household member to accurately determine benefits looking forward.	Yes, for the household composition change.

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			<p>income, if applicable, and any other mandatory verifications required to add the new household member.</p> <p>If the household provides the required verification, the CWD must act on the change appropriately.</p> <p>If the household does not provide the required verification, the CWD must send a No-Change NOA.</p>		
IEVS Report	N/A	Recipient or Applicant IEVS data match including, SSA benefit amounts, death information, UIB benefit amounts, and SAVE information.	<p>Recipient IEVS match follow-up must be completed within 45 calendar days of the Department transmitting the match to the county. Refer to ACL 17-41 issued on June 6, 2017 for additional guidance.</p> <p>For all other matches, if the information is unclear and meets the criteria for 'unclear information', the CWD must follow the rules for unclear information per guidance in ACL 18-20</p>	No	Yes, only for certain IEVS report matches.

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			issued on February 28, 2018.		
Income: Change of \$50 or Less	Voluntary	Household voluntarily reports an income change of \$50 or less.	<p>If the change would result in a decrease in benefits, document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.</p> <p>If the change would result in an increase, the income change is less than \$50, and the source did not change, the CWD must not request verification and must act on the change to increase benefits. If the income source has changed, the CWD must request verification before acting on the change to increase benefits.</p>	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
Income: Change of More Than \$50 but less than household IRT	Voluntary	Household voluntarily reports an income change of more than \$50.	<p>If the change would result in a decrease in benefits, do not request verification, send the household a No-Change NOA, and document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.</p> <p>If the change would result in an increase in benefits, the CWD must send the household a CW 2200 requesting verification. If the household provides the required verification, the CWD must act on the change appropriately.</p> <p>If the household does not provide the required verification, the CWD must send a No-Change NOA.</p>	Yes	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
Income: Uncertain if Over IRT of 130% FPL	Voluntary	Household is uncertain if gross monthly income is over IRT.	<p>Follow-up with the household to determine if gross monthly income received exceeded the IRT. If it hasn't, take no further action. If it has, determine what amount of income is reasonably anticipated to continue.</p> <p>If the household income over the IRT cannot be reasonably anticipated to continue, because the household does not know when to expect the income again, do not act and send the Reporting Changes for Cash Aid and CalFresh (SAR 2) form, reminding the household of its IRT and reporting rules, and a No-Change NOA.</p> <p>If the household income over the IRT can be reasonably anticipated to continue send the household a CW 2200 requesting verification of new income.</p> <p>If the household provides the required</p>	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			<p>verification, the CWD must act on the change appropriately.</p> <p>If verification of the new income is not provided, discontinue the case for failure to provide verification at the end of the month in which timely and adequate notice can be provided.</p>		
Income: Increase Below 130% FPL	Voluntary	Household reports an increase in gross monthly income below 130% FPL.	If the change would result in a decrease in benefits, do not request verification, send the household a No-Change NOA, and document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.	No	No
Income: Increase Over IRT of 130% FPL (for households certified at 130% FPL or below)	<p>Mandatory</p> <p>Households are required to report, within 10 days, when gross monthly income received exceeds the IRT.</p>	Household reports that gross monthly income received increased over IRT and new income is reasonably anticipated to continue for at least one month beyond the month in which	If the household is under 200% and MCE, request verification of new income and redetermine ongoing eligibility. Decrease benefits at the end of the month in which timely and adequate notice can be provided.	<p>No, if household is ineligible and discontinuing.</p> <p>Yes, if redetermining ongoing eligibility.</p> <p>Verification is required for purposes of</p>	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
		the change is reported.	<p>If the household is non-MCE, discontinue at the end of the month in which timely and adequate notice can be provided.</p> <p>If verification of the new income is not provided, discontinue the case for failure to provide verification at the end of the month in which timely and adequate notice can be provided.</p>	budgeting income prospectively.	
Income: Increase Over 130% FPL and Over 200% FPL (for households certified with income between 131 and 200% of FPL.)	Voluntary	Household reports that gross monthly income received increased and is over 200% FPL.	<p>This is considered a voluntary report.</p> <p>Households determined eligible with gross monthly income between 131 and 200% FPL do not have an IRT reporting requirement since they have already met their mandatory IRT reporting requirement at application.</p> <p>If the change would result in a decrease in benefits or ineligibility, do not request verification. Send the household a No-Change</p>	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			NOA, and document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.		
Income: Increase Over 130% FPL, but at or Below 200% FPL (for households certified with income between 131 and 200% of FPL.)	Voluntary	Household reports that gross monthly income received increased but is below 200% FPL.	<p>This is considered a voluntary report.</p> <p>Households determined eligible with gross monthly income between 131 and 200% FPL do not have an IRT reporting requirement since they have already met their mandatory IRT reporting requirement at application.</p> <p>If the change would result in a decrease in benefits, do not request verification, and send the household a No-Change NOA. Document</p>	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.		
Information Known to the Agency	N/A	“Information Known to the Agency” pertains only to information which caused a change in eligibility or benefits for the CalWORKs and/or Medi-Cal programs.	<p>If the information provided for the other program does not trigger action in that program, but would result in a decrease for CalFresh, then the CWD must document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first. However, if the change would result in an increase in CalFresh benefits, the CWD must send the household a CW 2200 requesting verification, if applicable, and act on the change appropriately.</p> <p>If the household does not provide the required verification, the CWD must send a No-Change NOA.</p>	No	Yes, if the information provided to the other program triggered action in that other program.

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			If the information provided to the other program does trigger an action in that other program, the CWD must act on the information for CalFresh, even if it results in a decrease.		
Intentional Program Violation (IPV) Report	N/A	IPV reports provide IPV information for CalFresh and CalWORKs.	Act on information mid-period only if the IPV is confirmed.	No	Yes
Medical expenses: Reported by the Household	Voluntary	Household makes a voluntary mid-period report of a medical expense that would allow/disallow for a medical deduction.	<p>If the change would result in a decrease in benefits, do not request verification and send the household a No-Change NOA. Document the information in the case record and follow-up at the next SAR 7 or recertification, whichever comes first.</p> <p>If the change would result in an increase in benefits, the CWD must send the household a CW 2200 requesting verification, if applicable, and act on the change appropriately.</p>	Yes, if applicable.	No
Medical Expenses:	Voluntary	A change in medical expenses reported by a source other than	Do not request verification and do not act.	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
Reported by Third Party		the household mid-period.			
PACF: Grant Change	N/A	A change is reported that results in a change to the household's public assistance benefits, such as CalWORKs.	Act on CalFresh case, even if it results in a decrease in benefits. Refer to ACL 21-25 issued on March 4, 2021 for more information on PACF.	No	Yes
PVS Reports	N/A	Payment Verification System (PVS) reports provide benefit information from SSA and EDD.	Act on information mid-period. Only request verification if information reported on the PVS report is unclear per guidance in ACL 18-20 .	No	Yes
Receipt of Substantial Lottery and/or Gambling Winnings	Mandatory	The CWD has information of receipt of substantial lottery and/or gambling winnings.	If the CWD receives information mid-period indicating that the household received substantial lottery and/or gambling winnings, other than from a gaming entity match, the CWD must verify the winnings and if the dollar amount of the winnings is above the maximum allowed, must discontinue the entire household based on the receipt of the winnings at the end of the month in which timely and adequate notice can be provided.	Yes	Yes, if the information is directly provided by a gaming entity match.

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			Per FNS direction, case narration is acceptable as verification for a report of substantial winnings.		
Report of Change in Student Status	Voluntary	Household reports a change in student status or a different change such as a change in employment which results in information about a change in student status.	<p>If the change would result in a decrease in benefits, do not request verification, send the household a No-Change NOA, and document the information in the case record to follow-up at the next recertification (student status is not a SAR reporting requirement).</p> <p>If the change would result in an increase in benefits, the CWD must send the household a CW 2200 requesting verification, if applicable, and act on the change appropriately.</p>	No, if it would result in a decrease in benefits.	No
Report of Fleeing Felon	N/A	Federal regulations make any individual found to be a fleeing felon or in violation of a condition of probation or parole imposed under a federal or state law	Take action to remove the individual from the CalFresh household. If the change results in a decrease in benefits make the change at the end of the month in which timely and	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
		ineligible for CalFresh.	adequate notice can be provided. Refer to ACL 15-82 issued on October 14, 2015 for further guidance and details on the definition of fleeing felon or a probation or parole violator.		
Request to Close Case	Voluntary	Household requests to close CalFresh case.	If request is from the head of household, a responsible adult household member, or Authorized Representative, the request is actionable and requires no further verification. If request is made verbally, discontinue the case at the end of the month in which timely and adequate notice can be provided. If the request is made in writing or in the presence of an eligibility worker, only adequate notice is required.	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
Shelter Expense Change	Voluntary	Household voluntarily reports a change in shelter expense.	<p>As of September 1, 2019, shelter costs must not be verified, unless questionable. However, if the household does not provide information about the amount of the new shelter costs at the time they report the change, send the household a CW 2200. If household fails to provide information within 10 days, send notice that CalFresh benefits will be recalculated without the shelter deduction. The household may contact the CWD anytime to provide updated information.</p> <p>Once the CWD has been informed of the new shelter costs the CWD must recalculate the household's budget and act accordingly to the change.</p>	No	No

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
Third-Party Reports	N/A	A change reported mid-period by a source other than the household.	Unless the third-party report is considered VUR, do not request verification and do not act.	No	Depends on the type of report.
Unclear Information	N/A	<p>The CWD may receive unclear information about a household's circumstances from which the CWD cannot readily determine the effect on the household's continued eligibility or benefit amounts. The CWD may receive such unclear information from a third party.</p> <p>Unclear information may be information that is VUR, but is unclear because the CWD needs additional information to act on the change appropriately.</p>	<p>Pursue verification only if unclear information received outside the periodic report is: fewer than 60 days old relative to the current month of participation, significantly conflicts with information used by the CWD at the time of initial certification or recertification and would, if accurate, have been required to be reported. "Required to be reported" means that the household may have missed a mandatory report.</p> <p>If the household does not respond to the request for information or responds but refuses to provide verification by the specified date, the CWD must send the household a timely and adequate discontinuance NOA</p>	If applicable	Not typically but depends on the type of report.

Type of Change	Report Required?	Description	Action	Verification Required	Verified Upon Receipt (VUR)
			<p>with information that explains the reason for action.</p> <p>Refer to ACL 18-20 for additional guidance on “unclear information”.</p>		

ABAWD: Able-Bodied Adult Without Dependents

COLA: Cost of Living Adjustment

CWD: County Welfare Department

FPL: Federal Poverty Limit

IEVS: Income and Eligibility Verification System

IPV: Intentional Program Violation

IRT: Income Reporting Threshold

MCE: Modified Categorically Eligible

PA: Public Assistance

PACF: Public Assistance CalFresh

PVS: Payment Verification System

SAR: Semi-annual Report

USPS: United States Postal Service

VUR: Verified Upon Receipt