

August 31, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-75

This All County Letter transmits the Federal Fiscal Year 2024 Income Reporting Threshold chart for the California Work Opportunity and Responsibility to Kids, Refugee Cash Assistance, Entrant Cash Assistance, and the Trafficking and Crime Victim Assistance Program, effective October 1, 2023. The chart provides County Welfare Departments with the income reporting thresholds that trigger the recipient income reporting requirements for all Assistance Units.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

August 31, 2023

ALL COUNTY LETTER NO. 23-75

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL CALFRESH PROGRAM SPECIALISTS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CONSORTIA REPRESENTATIVES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS, REFUGEE CASH ASSISTANCE, ENTRANT CASH
ASSISTANCE, AND TRAFFICKING AND CRIME VICTIMS
ASSISTANCE PROGRAM: FEDERAL FISCAL YEAR 2024
INCOME REPORTING THRESHOLD

REFERENCE: [WELFARE AND INSTITUTIONS CODE SECTION 11265.3](#);
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTION 40-173.8](#), [MPP SECTION 44-316.321\(e\)](#), [MPP SECTION 44-316.324](#), [MPP SECTION 44-316.324](#), [MPP SECTION 69-201.4](#),
[MPP SECTION 69-202.1](#), [MPP SECTION 69-202.2](#), [MPP SECTION 69-206](#), [MPP SECTION 69-301](#) AND [MPP SECTION 70-105.1](#);
[ALL COUNTY LETTER \(ACL\) NO. 22-53](#), [ACL NO. 22-53E](#) AND
[ACL NO. 12-49](#); [ALL COUNTY INFORMATION NOTICE \(ACIN\) NO. I-53-20](#)

The purpose of this letter is to transmit the California Work Opportunity and Responsibility to Kids (CalWORKs) Income Reporting Threshold (IRT) chart for Federal Fiscal Year (FFY) 2024, effective October 1, 2023. The IRT triggers recipient income reporting requirements in accordance with MPP Sections [44-316.321\(e\)](#) and [44-316.324](#). The CWD must inform all CalWORKs, Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA), and Trafficking and Crime Victim Assistance Program (TCVAP) recipients of their individualized IRT amounts whenever they change.

INCOME REPORTING THRESHOLD REPORTING REQUIREMENTS

Under the Semi-Annual Reporting (SAR) and Annual Reporting/Child-Only (AR/CO) reporting systems, recipients are required to report only certain changes in their income or family circumstances mid-period. One such mandatory mid-period report is when the Assistance Unit's (AU) total income exceeds their IRT. The CalWORKs IRT for an AU is the lower of two tiers. The two tiers include: 1) 55 percent of the Federal Poverty Level (FPL) for a family of three, plus the amount of income last used to calculate the AU's monthly grant amount, and 2) 130 percent of the FPL, which is also the level of income at which a household may become financially ineligible for CalFresh. [MPP Section 44-316.321\(e\)](#) requires recipients to report within ten days, in person, verbally, or in writing, when their income exceeds the lowest of the two levels of their CalWORKs IRT.

Income that must be reported for IRT purposes is the total combined earned and unearned income for the AU. In accordance with [MPP Section 44-316.324\(b\)](#), AUs with either no income or only unearned income are required to report income changes only if they receive new earned income that, when combined with other household income, exceeds the IRT mid-period. Therefore, AUs with only unearned income are not required to report when that income alone exceeds the IRT mid-period.

Once the family receives income in excess of the IRT and reports it to the CWD, the CWD must take action to determine if the reported income is reasonably anticipated to continue ([MPP Section 44-316.324\(c\)](#)). If the income over the IRT will continue but is not at a level that will result in financial ineligibility (i.e., exceeds the AU's Tier Two IRT), the CWD must use the new reasonably anticipated income to recalculate the grant amount. If the CWD determines the grant should be decreased, the CWD must decrease the grant at the end of the month in which timely and adequate notice can be provided. If the income reported is reasonably anticipated to continue and exceeds the AU's Tier Two IRT for the remainder of the payment period, the CWD must determine the AU financially ineligible and discontinue the AU at the end of the month in which timely and adequate notice can be provided. For complete details on decreasing grants, discontinuing cases, or establishing overpayments due to income over the IRT, please refer to [ACL No. 12-25](#) for SAR AUs and [ACL No. 12-49](#) for AR/CO AUs.

If the AU's income exceeds the CalWORKs Tier One IRT, but does not exceed the CalWORKs Tier Two IRT (130 percent of the FPL), the AU's case will stay open, and the AU may remain eligible for supportive services and/or CalWORKs special needs. This may also allow some CalWORKs AU cases to remain open with a zero grant if the AU's income remains below 130 percent of the FPL. For questions regarding Zero Basic Grant (ZGB) cases, see [ACIN No. I-53-20](#).

INFORMING RECIPIENTS OF THEIR INDIVIDUALIZED INCOME REPORTING THRESHOLD

The CWD must inform recipients of their IRT at application approval, at least once per SAR/AR/CO Payment Period thereafter, and/or whenever the AU's IRT changes. The AU must be informed of their IRT using the SAR 2, AR 2, or AR 2 SAR form as appropriate. The IRT can also be listed on separate forms as long as the CWD ensures that it is easily visible to the recipient and that the SAR 2, AR 2, or AR 2 SAR is issued to each AU. The IRT informing notice must be individualized for each AU.

CWDs must follow notification rules regarding individualized IRT levels in accordance with [MPP Sections 40-173.8](#) and [44-316.324](#). The IRT level which the recipient was last notified of will be used for reporting purposes until the CWD has informed the recipient of any change in IRT. The CWD must not use a new IRT for any AU until the AU has received notification that their IRT has changed, and the new IRT must not be used retroactively.

INCOME REPORTING THRESHOLD CHART INCREMENTS

The attached IRT chart is effective October 1, 2023. The Tier Two figures on the chart for all AU sizes in both regions indicate the recipient income limits of 130 percent of the FPL for all AU sizes.

AUs of “zero” will be assigned the Tier Two IRT for an AU of one. An AU of zero is established in the rare case that no person’s needs are considered in determining the CalWORKs cash aid amount. An example of this would be a case in which the only child in the home is a child in receipt of Supplemental Security Income (SSI) whose parent is sanctioned. The CalWORKs case would remain open but there would be no grant until the sanction is lifted. In this situation, the MAP amount is zero and the IRT is \$1,580, equivalent to household size of one, based on the attached IRT chart.

REFUGEE CASH ASSISTANCE, ENTRANT CASH ASSISTANCE AND TRAFFICKING AND CRIME VICTIM ASSISTANCE PROGRAM

The instructions provided in this letter also apply to RCA/ECA and TCVAP applicants and recipients.

For RCA, ECA, and TCVAP, [MPP Sections 69-201.4](#) and [69-301](#) provide that CalWORKs regulations relating to financial eligibility and payments apply to RCA, ECA, and TCVAP unless specifically superseded by RCA, ECA, and TCVAP regulations (i.e., [MPP Section 69-206](#)), which exempt specific income and resources from the income eligibility determination process. For TCVAP, [MPP Section 70-105.1](#) provides that eligible TCVAP clients are entitled to benefits and services to the same extent as refugees as defined in [MPP Sections 69-202.1](#) and [.2](#).

CALFRESH INCOME REPORTING THRESHOLD

The FFY 2024 CalFresh IRT amounts by household size will be released under separate cover.

If you have any questions regarding this ACL, contact your CalWORKs County Consultant or the CalWORKs Eligibility Bureau at CWEligibilityPolicy@dss.ca.gov. For questions regarding the CalFresh IRT, please contact the CalFresh Policy Bureau at CalFreshPolicy@dss.ca.gov. For questions regarding RCA and ECA contact the Refugee Programs Bureau at RefugeePolicy@dss.ca.gov, and for TCVAP, please contact the TCVAP@dss.ca.gov.

Sincerely,

Original Document Signed By

ALEXIS FERNÁNDEZ GARCIA
Deputy Director
Family Engagement and Empowerment Division

Attachment

ATTACHMENT

Federal Fiscal Year (FFY) 2024 CalWORKs Income Reporting Threshold (IRT)
Effective October 1, 2023, through September 30, 2024

The CalWORKs IRT amount for each AU is the lesser of A or B below.

- A. \$1,140 (55% of the FPL for a family of three) plus the amount of income last used to calculate the AU's monthly benefits; or
- B. The amount of income which may render the AU ineligible for CalFresh, or 130% of the FPL, as shown in the chart below.

Assistance Unit/Family Size	IRT
0	\$1,580
1	\$1,580
2	\$2,137
3	\$2,694
4	\$3,250
5	\$3,807
6	\$4,364
7	\$4,921
8	\$5,478
Each additional member	Add \$557