CDSS

WILL LIGHTBOURNE
DIRECTOR

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GOVERNOR

April 30, 2015

<table>
<tr><td colspan="2">REASON <u>FOR</u> <u>THIS</u> <u>TRANSMITTAL</u></td></tr>
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ALL COUNTY LETTER (ACL) NO. 15-46

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

SUBJECT: REVISED CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CalWORKs) CASH GRANT CASELOAD
MOVEMENT REPORT CA 237 CW (4/15)
CalWORKs REPORT ON REASONS FOR DISCONTINUANCES OF
CASH GRANT CA 253 CW (4/15)
CalWORKs REPORT ON REASONS FOR DENIALS AND OTHER
NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (4/15)

REFERENCE: ACL 15-18, CalWORKS LONG TERM WELFARE TO WORK
SANCTION POPULATION MOVE TO SOLELY STATE FUNDED
PROGRAM DATED FEBRUARY 9, 2015; WELFARE AND
INSTITUTIONS CODE (WIC) SECTION 11327.5; MANUAL OF
POLICIES AND PROCEDURES (MPP) 42-721.4; 45 CODE OF
FEDERAL REGULATIONS SECTION 261.2; ACL 15-37, REVISED
DEFINITIONS FOR SOLELY STATE-FUNDED PROGRAM AID CODES
K1 AND 3F DATED APRIL 17, 2015; ACL 14-100, CHANGES IN
ELIGIBILITY FOR ALL PEOPLE WITH A PRIOR FELONY DRUG
CONVICTION IN CalWORKs AND CALFRESH PROGRAMS DATED
DECEMBER 19, 2014; TITLE 7 UNITED STATES CODE SECTION
862a; ASSEMBLY BILL (AB) 1468 (CHAPTER 26, STATUTES OF
2014); WIC SECTIONS 11251.3 & 18901.3

This letter provides the revised forms for the CalWORKs Cash Grant Caseload Movement
Report, CA 237 CW (4/15), CalWORKs Report on Reasons for Discontinuances of Cash
Grant, CA 253 CW (4/15) and CalWORKs Report on Reasons for Denials And Other Non-
Approvals of Applications for Cash Grant CA 255 CW (4/15). Reporting instructions and
validations are also included.

Long-term sanction data reporting

ACL 15-18 instructed counties on the reassignment of aid codes for long-term sanction cases. These cases include parents/caretakers who have been sanctioned due to failing or refusing to comply with program requirements without good cause in the Welfare-to-Work (WTW) program for 12 consecutive months or longer. Effective March 1, 2015, the reporting instructions are revised to reflect this movement.

- **Aid Code K1**: Cases in which only one parent/caretaker is in the household and is eligible for aid, but that parent/caretaker has been in sanction status for at least 12 consecutive months or longer, will be changed to aid code K1.

- **Aid Code 3F**: Cases in which at least two unaided parents/caretakers are residing in the household and at least one parent/caretaker has been sanctioned for at least 12 consecutive months or longer will be changed to aid code 3F. This includes cases in which the household includes other adults/caretakers who are unaided for reasons such as being an ineligible non-citizen, a recipient of Title XIX Social Security Income, etc.

Drug felon data reporting

ACL 14-100 instructed counties on the implementation of AB 1468 (Chapter 26, Statutes of 2014), which repealed the lifetime ban on individuals with a prior felony drug conviction. CalWORKs benefits shall be issued to individuals with a prior felony drug conviction in the same manner benefits are issued to all CalWORKs applicants and recipients. By law, no person will be denied aid because they have a prior felony drug conviction (of any type) and will no longer be excluded from the Assistance Unit (AU). These individuals must be added to the AU if all other conditions of eligibility are met. Effective April 1, 2015, reporting instructions are revised to include all individuals with a prior felony drug conviction. There will no longer be any identifying information pertaining to those with prior felony drug convictions; these cases will be coded consistent with other adult-eligible CalWORKs cases.

The following are changes to the CA 237 CW form:

- Part B. Caseload (All) Column titled "SN/DFF Cases (E)" has been revised to "SN/FF/LTS Cases (E)."

- Part C. "Safety Net and Drug or Fleeing Felon" has been revised to "Safety Net (SN)."

- Part D. has been added to include "Fleeing Felon (FF)."

- Part E. has been added to include "Long-Term Sanction (LTS)."

The following are changes to the CA 253 CW and CA 255 CW forms:

- Part A and Part B Column titled "SN/DFF Cases (E)" has been revised to "SN/FF/LTS Cases (E)."

Use of these forms is effective with the April 2015 report month. Counties should reflect the movement of the long-term sanction cases and drug felon cases in Part B. "Discontinuance due to Program Segment Transfers (Items 12 and 13)" of the CA 253 CW (4/14) for the March 2015 report month. These items on the CA 253 CW for program segment transfers correspond with the CA 237 CW (4/14) (Items 10 and 11) and should be reflected accordingly. This will transition cases between the program segments, showing the ending balances for March that should be effective April 1, 2015.

Counties must identify all existing cases described above. This change must be made regardless of consortia automation status. Policy changes should be automated into the consortia systems by the effective date of the new law or an alternate process must be put in place to meet the requirements of the policy change until necessary automation changes are completed. When revising prior month reports, counties should use the previous report versions applicable for that time period.

To complete the electronic forms, counties are to download a copy of the combined CA 237 CW, CA 253 CW and CA 255 CW forms, which include links to the forms instructions and validations from the Data Systems and Survey Design Bureau (DSSDB) website at http://www.cdss.ca.gov/dssdb/. All counties are required to submit the report via e-mail to DSSDB at dssdb@dss.ca.gov. The CA 237 CW, CA 253 CW and CA 255 CW forms, instructions and validations are attached in PDF format as reference material.

If you have any questions regarding the completion of this report, please contact DSSDB at (916) 651-8269. Program related questions should be directed to the CalWORKs Employment Bureau at (916) 654-2137.

Sincerely,

Original Document Signed By:

M. AKHTAR KHAN, Ph.D., Chief
Research Services Branch
Administration Division

Attachments

California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement Report CA 237 CW

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

COUNTY NAME	VERSION ☐ INITIAL ☐ REVISED	REPORT MONTH	REPORT YEAR

PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

1. Applications/requests carried forward from last month..	1
a. Item 5 from *last month's report, as reported to CDSS*	2
b. Adjustment *(Item 1 minus Item 1a, positive or negative number, explain in Item 1b Adjustment Explanation box if not 0)*	3
2. Applications/requests received during the month (Item 2a plus Item 2b)...................................	4
a. Applications..	5
b. Requests for restoration..	6
3. Total applications/requests on hand during the month (Item 1 plus Item 2).............................	7
4. Applications disposed of during the month (Sum of Items 4a through 4c)................................	8
a. Applications approved (Item 7a plus Item 7b)..	9
b. Applications denied *(Same as Item 1, CA 255 CW)*..	10
1) Applications denied due to receipt of Diversion payments or services *(Same as Item 10, CA 255 CW)*................	11
c. Other application dispositions (cancellations and withdrawals) *(Same as Items 11 plus 12, CA 255 CW)*................	12
5. Applications/requests pending at the end of the month (Item 3 minus Item 4)........................	13

PART B. CASELOAD (ALL)

Cases Added

	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
6. Cases carried forward from last month...............	14	15	16	17	18
a. Item 12 from *last month's report, as reported to CDSS*	19	20	21	22	23
b. Adjustment *(Item 6 minus Item 6a, positive or negative number, explain in Item 6b Adjustment Explanation box if not 0)*	24	25	26	27	28
7. Cases added during the month (Sum of Items 7a through 7d)...............	29	30	31	32	33
a. Applications approved...............	34	35	36	37	38
b. Restorations approved...............	39	40	41	42	43
c. Transfers from other counties...............	44	45	46	47	48
d. Other approvals (appeal cases, SAR 7, etc.)...............	49	50	51	52	53
1) Other approvals due to AB 959 SAR 7...............	54	55	56	57	58

Caseload

	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
8. Total cases open during the month (Item 6 plus Item 7; is also equal to Item 8a plus Item 8b)...............	59	60	61	62	63
a. Cases receiving cash grant ($10 or more)...............	64	65	66	67	68
1) Children in Item 8a cases...............	69	70	71	72	73
2) Adults in Item 8a cases...............	74		75	76	
3) Total persons (Item 8a1 plus Item 8a2)...............	77	78	79	80	81
b. Other cases (zero grant cases, less than $10 cases, etc.)...............	82	83	84	85	86
1) Children in Item 8b cases...............	87	88	89	90	91
2) Adults in Item 8b cases...............	92		93	94	
3) Total persons (Item 8b1 plus Item 8b2)...............	95	96	97	98	99

PART B. CASELOAD (ALL) (Continued) Case Exits	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
9. Cases discontinued during the month *(Same as Item 1, CA 253 CW)*	100	101	102	103	104
10. Cases deducted due to transfers **to** another program segment during the month *(Same as Item 12, CA 253 CW)*	105	106	107	108	109
11. Cases added due to transfers **from** another program segment during the month *(Same as Item 13, CA 253 CW)*	110	111	112	113	114
12. Cases open at the end of the month [Item 8 minus (Sum of Item 9 plus Item 10) plus Item 11]	115	116	117	118	119
PART C. SAFETY NET (SN)					
13. Cases open during the month (Item 13a plus Item 13b)	120		121		
a. Cases receiving cash grant ($10 or more)	122		123		
1) Children in Item 13a cases	124		125		
b. Other cases (zero grant cases, less than $10 cases, etc.)	126		127		
1) Children in Item 13b cases	128		129		
PART D. FLEEING FELON (FF)					
14. Cases open during the month (Item 14a plus Item 14b)	130		131		
a. Cases receiving cash grant ($10 or more)	132		133		
1) Children in Item 14a cases	134		135		
b. Other cases (zero grant cases, less than $10 cases, etc.)	136		137		
1) Children in Item 14b cases	138		139		
PART E. LONG-TERM SANCTION (LTS)					
15. Cases open during the month (Item 15a plus Item 15b)	140		141		
a. Cases receiving cash grant ($10 or more)	142		143		
1) Children in Item 15a cases	144		145		
b. Other cases (zero grant cases, less than $10 cases, etc.)	146		147		
1) Children in Item 15b cases	148		149		

GENERAL COMMENTS

ITEM 1b ADJUSTMENT EXPLANATION

ITEM 6b ADJUSTMENT EXPLANATION

REVISED REPORT EXPLANATION

CONTACT PERSON	TELEPHONE	EXTENSION	FAX
JOB TITLE/CLASSIFICATION	E-MAIL		DATE SUBMITTED

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
CASH GRANT CASELOAD MOVEMENT REPORT
CA 237 CW (4/15)

INSTRUCTIONS

CONTENT

The monthly CA 237 CW report contains statistical information on CalWORKs caseload movement for Two Parent Families, Zero Parent Families, All Other Families, Temporary Assistance for Needy Families (TANF) Timed-Out Cases, and Safety Net/Fleeing Felon/Long-Term Sanction Cases (SN/FF/LTS). This report includes data on the number of applications requested or restored, cases added, cases exiting, and cases transferred from other counties during the month.

PURPOSE

Title 45, Code of Federal Regulations, Part 265.3 (a) and (b), requires states to collect on a monthly basis and file on a quarterly basis data specified in the TANF Data Report or be subject to a penalty. This report provides the data necessary to comply with federal TANF requirements. Additionally, this report provides county and state entities with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from **http://www.cdss.ca.gov/dssdb/**, complete the downloaded form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at **dssdb@dss.ca.gov**. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at **http://www.cdss.ca.gov/research/**. Counties are encouraged to review their data on the website each month to confirm the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at **http://www.cdss.ca.gov/research/**.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise noted. If your county is unable to collect or track a particular item, enter "0" and explain in the **General Comments** box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

Adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months, and not previously reported, are to be reported as an adjustment. Whenever an adjustment is reported, the county must include an explanation in the Comments section of the report, explaining why an adjustment was needed.

All Other Families: All families that have not been identified as either a Two Parent or a Zero Parent family. These cases have aid codes of 30, 3E, 3L or 3P. ACL 99-54, dated August 12, 1999 has aid code descriptions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

Cancellation: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Caretaker Relative: Is an individual defined in MPP Section 82-808.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program and is expected to graduate before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denial: An application or request for restoration of cash grant that is denied. A denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Fleeing Felon: Is an individual defined in MPP Section 82-832.1(h) and excluded under the fleeing felon rules as described in WIC section 11486.5.

Ineligible Non-Citizen: Is an individual defined in MPP Section 82-832.1(b).

Intercounty Transfer: Movement of cases from one county to another (i.e., a family moves from one county to another). The receiving county adds this case to the report via the "Transfers from other counties" Item 7c. The county from which the family is moving would count the case as a discontinuance in Item 9.

DEFINITIONS (Continued)

Intraprogram Status Change: Change in status from one part of the same program to another. For example, when the father returns to an All Other Families case during the report month, that case will become a Two Parent Families case effective the next month. Therefore, for statistical reporting purposes, that case is deducted from the All Other Families column, Item 10 and is added to the Two Parent Families column, Item 11.

Long-Term Sanction: Cases that include a parent/caretakers who has been sanctioned due to failing or refusing to comply with program requirements, without good cause, for 12 consecutive months or longer, without a break in aid of one month or more, as defined in ACL 15-18.

Movement: CalWORKs case flow within this report. Some examples include:
- A case transfer between the different program segments.
- An active case receiving a cash grant becomes an active case that receives no cash grant during the report month, and vice versa.
- A case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):
- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 CW case count in one of two ways:

  1. If the child creates a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 CW report as a new application and is processed accordingly, within the report.
  2. If the child joins an existing AU, then that child is brought into the CA 237 CW caseload by adding him/her to the person count in Item 8a1) or Item 8b1); or in Item 13a1) or in Item 13b1); or in Item 14a1) or 14b1); or Item 15a1) or 15b1).

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; and approval of a SAR 7 discontinuance where completion of a new application is deemed unnecessary. ***This also includes SAR 7 approvals pursuant to AB 959, W&IC Section 11265.4(a).***

Other Cases: (Not receiving a cash grant) (See Items 8b, 13b, 14b and 15b) Cases not paid aid, but which had an authorization to receive aid during the report month. Examples include:
- Cases approved for aid during the report month, which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals)

Parent: Is an individual defined in MPP section 80-301(p)(1).

Payment Responsibility: The county sending the recipient is responsible for payment of aid until the end of the transfer period, at which time the receiving county becomes responsible.

Recipient of Social Security Title XIX Income (SSI): Is an individual defined in MPP Section 82-832.1(d).

DEFINITIONS (Continued)

Restoration: An application of aid when the applicant has been a recipient in the same county within the last 12 months regardless of program segment as defined in MPP Section 40-103.42.

Safety Net: Cases in which all adults have been discontinued from cash aid and removed from the Assistance Unit (AU) due to reaching the CalWORKs 48-month time limit as defined in MPP Section 82-833.

Safety Net Aid code K1: **Unaided Single Parent Safety Net, Fleeing Felon, Long-Term Sanction Child-Only Cases (only one parent/caretaker in the home)**: CalWORKs cases that include only one, unaided Safety Net, fleeing felon, or long-term sanction (sanctioned 12 consecutive months or longer for noncompliance in the WTW program) parent/caretaker, with no other parents/caretakers in the home. This code provides for continued cash aid and Medi-Cal coverage for children whose parents have been discontinued from, or are ineligible for, cash aid due to their status as a Safety Net adults, fleeing felon, or long-term sanction individual.

Safety Net Aid code Aid code 3F: **Unaided Two Parent Safety Net, Fleeing Felon, Long-Term Sanction Child-Only Cases**: CalWORKs cases in which two or more unaided parents/caretakers are any combination of Safety Net, fleeing felon or long-term sanction (sanctioned 12 consecutive months or longer for noncompliance in the WTW program) adults, and no other adults are aided in the AU. In addition, cases are also assigned to this aid code when at least one parent/caretaker is unaided due to any of the previously mentioned reasons, and the other parent(s)/caretaker(s) in the home is(are) ineligible for another reason, such as being an ineligible non-citizen or a recipient of Title XIX Social Security Income. This code provides for continued cash aid and Medi-Cal coverage for children whose parents/caretakers have been discontinued from, or are ineligible for, cash aid due to their status as a Safety Net, fleeing felon, or long-term sanction individual.

TANF Timed-Out Cases: Families that include an adult head-of-household or a spouse of a head-of-household, (including minors that are head-of-household) who have received federal TANF assistance for a total of 60 cumulative months. These cases have aid codes of 32 and 3W. ACL 01-66, dated September 18, 2001 has aid code descriptions.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two Parent Families: AUs that include two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. This also includes Two Parent AUs in which only one adult reaches the CalWORKs time limit. These cases have aid codes of 35, 3M or 3U. ACL 99-54, dated August 12, 1999 has aid code descriptions.

Withdrawals: Applications or requests for restoration that are withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Zero Parent Families: AUs in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases have aid codes of 33, 3G, 3H, or 3R. ACL 99-54, dated August 12, 1999 has aid code descriptions. This category does not include Safety Net cases, which comprise a separate child-only category.

ITEM INSTRUCTIONS

PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

Part A is a summary of intake activity during the report month.

> 1. Applications/requests carried forward from last month: Enter the number of applications/requests carried forward from the previous month. This number is usually the same figure as last month's

ITEM INSTRUCTIONS (Continued)

Item 5. If Item 1 is not the same as last month's Item 5, explain the reason for the difference in the Item 1b Adjustment Explanation box. *[Cell 1]*

a. <u>Item 5 from *last month's report, as reported to CDSS*</u>: Enter Item 5, "Applications/requests pending at the end of the month" from last month's report as reported to CDSS. This number must be the same as last month's Item 5 as reported to CDSS. *[Cell 2]*

b. <u>Adjustment</u> *(Item 1 minus Item 1a, positive or negative number, explain in Item 1b Explanation box if not 0)*: ***This item is automatically calculated.*** If an adjustment has been calculated (either a positive or negative number), explain in the "Item 1b Adjustment Explanation" box with the reason(s) for the change. If there is no adjustment, a zero will display in this cell and the Item 1b Adjustment Explanation box must be left blank. *[Cell 3]*

2. <u>Applications/requests received during the month (Item 2a plus Item 2b)</u>: ***This item is automatically calculated***. This is the sum of Item 2a plus Item 2b. *[Cell 4]*

a. <u>Applications</u>: Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another. *[Cell 5]*

b. <u>Requests for restoration</u>: Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of program segment. *[Cell 6]*

3. <u>Total applications/requests on hand during the month (Item 1 plus Item 2)</u>: ***This item is automatically calculated***. This is the sum of Item 1 plus Item 2. *[Cell 7]*

4. <u>Applications disposed of during the month (Sum of Items 4a through 4c)</u>: ***This item is automatically calculated***. This is the sum of Items 4a through 4c*. [Cell 8]*

a. <u>Applications approved (Item 7a plus Item 7b)</u>: ***This item is automatically calculated.*** This is the sum of Item 7a plus Item 7b. *[Cell 9]*

b. <u>Applications denied</u> *(Same as Item 1, CA 255 CW)*: ***This item is automatically calculated*** from the CA 255 CW Part A, Item 1 (Cells 1 – 5), "Total case denials of cash grant during the month," CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant. *[Cell 10]*

1) <u>Applications denied due to receipt of Diversion payments or services</u> *(Same as Item 10, CA 255 CW)*: ***This item is automatically calculated*** from the CA 255 CW Part A, Item 10 (Cells 46 – 50), "Cases denied due to Diversion," CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant. *[Cell 11]*

c. <u>Other application dispositions (cancellations and withdrawals)</u> *(Same as Items 11 plus 12, CA 255 CW)*: ***This item is automatically calculated*** from the CA 255 CW Part B, Items 11 (Cells 51 – 55) plus 12 (Cells 56 – 60), "Cases with application cancelled or withdrawn during the month" plus "Cases with applicant who moved or cannot be located during the month," CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant. *[Cell 12]*

5. <u>Applications/requests pending at the end of the month (Item 3 minus Item 4)</u>: ***This item is automatically calculated.*** This item entry is equal to the difference between Item 3 "Total applications on hand during the month" less Item 4 "Applications disposed of during the month." *[Cell 13]*

ITEM INSTRUCTIONS (Continued)

PART B. CASELOAD (ALL)

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

- Two Parent Families, Column (A): Codes 35, 3M and 3U
- Zero Parent Families, Column (B): Codes 33, 3G, 3H and 3R
- All Other Families, Column (C): Codes 30, 3E, 3L and 3P
- TANF Timed-Out Cases, Column (D): Codes 32 and 3W
- Safety Net/Fleeing Felon/Long-Term Sanction Cases (SN/FF/LTS), Column (E): Codes 3F and K1

NOTE: Refer to ACL 99-54, dated August 12, 1999; ACL 01-66, dated September 18, 2001; ACL 02-66, dated September 3, 2002; ACL 13-70, dated September 6, 2013; ACL 14-34, dated May 2, 2014; ACL 15-18, dated February 9, 2015 and ACL 15-37, dated April 17, 2015 for aid code descriptions.

Cases Added

6. Cases carried forward from last month: Enter the number of cases carried forward from the previous month. This number is usually the same figure as last month's Item 12 report. If Item 6 is not the same as last month's Item 12 of the previous month's report, explain the reason for the difference in Item 6b Adjustment Explanation box. *[Cells 14-18]*

    a. Item 12 from ***last month's report, as reported to CDSS***: Enter Item 12 "Cases open at the end of the month" from last month's report as reported to CDSS. This number must be the same as last month's Item 12 as reported to CDSS.. *[Cells 19-23]*

    b. Adjustment *(Item 6 minus Item 6a, positive or negative number, explain in Item 6b Adjustment Explanation box if not 0)*: ***This item is automatically calculated.*** If an adjustment has been calculated (either a positive or negative number), explain in the "Item 6b Adjustment Explanation" box with the reason(s) for the change.   If there is no adjustment, a zero will display in this cell and the "Item 6b Adjustment Explanation" box must be left blank. **NOTE**: Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a and are not to be reported in Item 7d. *[Cells 24-28]*

7. Cases added during the month (Sum of Items 7a through 7d): ***This item is automatically calculated.*** *[Cells 29-33]*

    a. Applications approved: Enter the number of applications approved for cash grant. Item 7a plus Item 7b, (all columns) should equal Item 4a. *[Cells 34-38]*

    b. Restorations approved: Enter the number of restoration requests approved. Item 7a plus Item 7b, (all columns) should equal Item 4a. *[Cells 39-43]*

    c. Transfers from other counties: Enter the number of cases for which the reporting county accepted responsibility for payment of aid during the report month. *[Cells 44-48]*

    d. Other approvals (appeal cases, SAR 7, etc.): Enter the number of cases approved for reasons other than Items 7a through 7c. This includes appeal cases, cases erroneously denied or discontinued, or SAR 7 discontinuances where completion of a new application is deemed unnecessary. ***This also includes SAR 7 approvals pursuant to AB 959, W&IC Section 11265.4(a).*** Do not report multiple changes occurring to a single case during the report month.

ITEM INSTRUCTIONS (Continued)

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d but are shown as adjustments in Item 6b. *[Cells 49-53]*

1) Other approvals due to AB 959 SAR 7: Enter the cases restored when the recipient submits a complete SAR 7 within the month following the discontinuance for an incomplete SAR 7 or for nonsubmission of a SAR 7 (MPP Section 40-125.92). This item is a subset and should be included in the count for Item 7d "Other approvals (appeal cases, SAR 7, etc.)" *[Cells 54-58]*

Caseload

8. Total cases open during the month (Item 6 plus 7; is also equal to Item 8a plus Item 8b): ***This item is automatically calculated.*** This is the sum of Item 6 plus Item 7, and should also equal the sum of Item 8a plus Item 8b. These are cases active during the report month (i.e., those cases where an official authorization for aid was in effect at some time during the month). *[Cells 59-63]*

   a. Cases receiving cash grant ($10 or more): Enter the number of cases receiving a cash grant during the report month. ***Safety Net/Fleeing Felon/Long-Term Sanction (Cell 68) is automatically calculated.*** This is the sum of Item 13a plus 14a plus 15a. *[Cells 64-68]*

      1) Children in Item 8a cases: Enter the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. ***Safety Net/Fleeing Felon/Long-Term Sanction (Cell 73) is automatically calculated.*** This is the sum of Item 13a1) plus 14a1) plus 15a1). *[Cells 69-73]*

      2) Adults in Item 8a cases: Enter the number of adults or minor heads-of-household who received aid for the current month only. *[Cells 74-76]*

      3) Total persons (Item 8a1 plus Item 8a2): ***This item is automatically calculated.*** This is the sum of Item 8a1) plus Item 8a2). *[Cells 77-81]*

   b. Other cases (zero grant cases, less than $10 cases, etc.): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. ***Safety Net/Fleeing Felon/Long-Term Sanction (Cell 86) is automatically calculated.*** This is the sum of Item 13b plus 14b plus 15b. *[Cells 82-86]*

      1) Children in Item 8b cases: Enter the number of children who were authorized to receive aid for the current month only. Children who are fully abated by child support payments should be reported in this item. ***Safety Net/Fleeing Felon/Long-Term Sanction (Cell 91) is automatically calculated.*** This is the sum of Item 13b1) plus 14b1) plus 15b1). *[Cells 87-91]*

      2) Adults in Item 8b cases: Enter the number of adults or minor head-of-household who were authorized to receive aid for the current month only. *[Cells 92-94]*

      3) Total persons (Item 8b1 plus Item 8b2): ***This item is automatically calculated.*** This is the sum of Items 8b1) and 8b2). *[Cells 95-99]*

ITEM INSTRUCTIONS (Continued)

Case Exits

9. Cases discontinued during the month *(Same as Item 1, CA 253 CW)*: ***This item is automatically calculated*** from the CA 253 CW Part A, Item 1 (Cells 1–5) "Total cases discontinued during the month," CalWORKs Report on Reasons for Discontinuances of Cash Grant. *[Cells 100-104]*

10. Cases deducted due to transfers **to** another program segment during the month *(Same as Item 12, CA 253 CW)*: ***This item is automatically calculated*** from the CA 253 CW Part B, Item 12 (Cells 85–89), "Total cases transferred to another program segment during the month," CalWORKs Report on Reasons for Discontinuances of Cash Grant. *[Cells 105-109]*

11. Cases added due to transfers **from** another program segment during the month *(Same as Item 13, CA 253 CW)*: ***This item is automatically calculated*** from the CA 253 CW Part B, Item 13 (Cells 110–114), "Total cases transferred from another program segment during the month," CalWORKs Report on Reasons for Discontinuances of Cash Grant. *[Cells 110-114]*

12. Cases open at the end of the month [Item 8 minus (Item 9 plus Item 10) plus Item 11]: ***This item is automatically calculated.*** This item is equal to Item 8 less (Items 9 and 10) plus Item 11. *[Cells 115-119]*

PART C. SAFETY NET (SN)

Safety Net cases are cases in which all adults are no longer aided due to the parent/caretaker relative receiving 48 months of State CalWORKs, but state law requires that the children be aided. Report these cases and children who are authorized or eligible to receive cash grants for the report month. These cases and children are included in the counts reported in Part B. Caseload (All), Column (E).

Safety Net/Fleeing Felon/Long-Term Sanction [Two Parent Families, Child-Only]: Aid Code 3F
Safety Net/Fleeing Felon/Long-Term Sanction [Non Two Parent Families, Child-Only]: Aid Code K1

NOTE: Refer to ACL 13-70, dated September 6, 2013; ACL 14-34, dated May 2, 2014; ACL 15-18, dated February 9, 2015 and ACL 15-37, dated April 17, 2015 for aid code descriptions.

13. Cases open during the month (Item 13a plus Item 13b): ***This item is automatically calculated.*** This is the sum of Item 13a plus Item 13b. *[Cells 120-121]*

    a. Cases receiving cash grant ($10 or more): Enter the number of cases receiving a cash grant during the report month. *[Cells 122-123]*

        1) Children in Item 13a cases: Enter the number of children who received aid for the current month only. Report children who are fully abated by child support payments in Item 13b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count. *[Cells 124-125]*

    b. Other cases (zero grant cases, less than $10 cases, etc): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. *[Cells 126-127]*

        1) Children in Item 13b cases: Enter the number of children who were authorized to receive aid for the current month only. Children who were fully abated by child support payments should be reported in this item. *[Cells 128-129]*

ITEM INSTRUCTIONS (Continued)

PART D. FLEEING FELON (FF)

Fleeing Felon cases are cases in which all adults are subject to the fleeing felon ineligibility rules. Report these cases and children who are authorized or eligible to receive cash grants for the report month. These cases and children are included in the counts reported in Part B. Caseload (All), Column (E).

Safety Net/Fleeing Felon/Long-Term Sanction [Non Two Parent Families, Child-Only]: Aid Code K1
Safety Net/Fleeing Felon/Long-Term Sanction [Two Parent Families, Child-Only]: Aid Code 3F

NOTE: Refer to ACL 13-70, dated September 6, 2013; ACL 14-34, dated May 2, 2014 and ACL 15-37, dated April 17, 2015 for aid code descriptions.

14.   Cases open during the month (Item 14a plus Item 14b): ***This item is automatically calculated.***
         This is the sum of Items 14a plus 14b. *[Cells 130-131]*

   a.   Cases receiving cash grant ($10 or more): Enter the number of cases receiving a cash grant
          during the report month. *[Cells 132-133]*

      1)   Children in Item 14a cases: Enter the number of children who received aid for the current
            month only. Report children who are fully abated by child support payments in Item 14b.
            When the child's basis of eligibility changes in either direction between cash grant and
            Foster Care during the month, the person count will be shown with the payment covering the
            living arrangement as of the first of the month, in order to avoid a duplicate count.
            [Cells 134-135]

   b.   Other cases (zero grant cases, less than $10 cases, etc): Enter the number of cases not paid
          aid, but which had an authorization to receive aid during the report month. *[Cells 136-137]*

      1)   Children in Item 14b cases: Enter the number of children who were authorized to receive aid
            for the current month only. Children who were fully abated by child support payments should
            be reported in this item. *[Cells 138-139]*

PART E. LONG-TERM SANCTION (LTS)

Long-Term Sanction cases are cases in which a parent/caretaker is in the household and is eligible for aid, but that parent/caretaker has been in sanction status for 12 consecutive months or longer. Report these cases and children who are authorized or eligible to receive cash grants for the report month. These cases and children are included in the counts reported in Part B. Caseload (All), Column (E).

Safety Net/Fleeing Felon/Long-Term Sanction [Two Parent Families, Child-Only]: Code 3F
Safety Net/Fleeing Felon/Long-Term Sanction [Non Two Parent Families, Child-Only]: Code K1

NOTE: Refer to ACL 13-70, dated September 6, 2013; ACL 14-34, dated May 2, 2014; ACL 15-18, dated February 9, 2015 and ACL 15-37, dated April 17, 2015 for aid code descriptions.

15.   Cases open during the month (Item 15a plus Item 15b): ***This item is automatically calculated.***
         This is the sum of Item 15a plus Item 15b. *[Cells 140-141]*

   a.   Cases receiving cash grant ($10 or more): Enter the number of cases receiving a cash grant
          during the report month. *[Cells 142-143]*

      1)   Children in Item 15a cases: Enter the number of children who received aid for the current
            month only. Report children who are fully abated by child support payments in Item 15b.
            When the child's basis of eligibility changes in either direction between cash grant and
            Foster Care during the month, the person count will be shown with the payment covering the

ITEM INSTRUCTIONS (Continued)

living arrangement as of the first of the month, in order to avoid a duplicate count. *[Cells 144-145]*

b. Other cases (zero grant cases, less than $10 cases, etc): Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. *[Cells 146-147]*

1) Children in Item 15b cases: Enter the number of children who were authorized to receive aid for the current month only. Children who were fully abated by child support payments should be reported in this item. *[Cells 148-149]*

COMMENTS

Use the Comments section to:

- In the General Comments box explain any major fluctuations in data.
- In the General Comments box provide any comments the county determines necessary, including major changes in procedures, programming or staffing that have affected the data.
- In the General Comments box explain any "0" data entry for an item if the county does not provide the item or if the county is unable to collect or track the data.
- In the Item 1b Adjustment Explanation box, explain any application adjustments.
- In the Item 6b Adjustment Explanation box, explain any caseload adjustments.
- In the Revised Report Explanation box explain the reason for a revised report.

CalWORKs Cash Grant
Caseload Movement Report
CA 237 CW

VALIDATIONS

CELLS 1 - 149
Each data cell in this report must be a whole number equal to or greater than zero (0), except Item 1b (Cell 3) and Item 6b (Cells 24-28), which may be either positive or negative numbers. Except as noted for Item 1b and Item 6b, do not enter negatives; this also includes self-calculated cells. Enter no decimals. No data cells should be left blank.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A.   APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION

ITEM 1a	**Item 1a must be equal to Item 5 in the previous month's report**
CELL 2	**Cell 2** must be equal to Cell 13 in the previous month's report

ITEM 1b	**Item 1b must be equal to (Item 1 minus Item 1a) (positive or negative number)**
CELL 3	**Cell 3** must be equal to (Cell 1 minus Cell 2) (positive or negative number)

ITEM 2	**Item 2 must be equal to (Item 2a plus Item 2b)**
CELL 4	**Cell 4** must be equal to (Cell 5 plus Cell 6)

ITEM 3	**Item 3 must be equal to (Item 1 plus Item 2)**
CELL 7	**Cell 7** must be equal to (Cell 1 plus Cell 4)

ITEM 4	**Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c)**
CELL 8	**Cell 8** must be equal to (Cell 9 plus Cell 10 plus Cell 12)

ITEM 4a	**Item 4a must be equal to Item 7a plus Item 7b (all columns)**
CELL 9	**Cell 9** must be equal to (Cell 34 plus Cell 35 plus Cell 36 plus Cell 37 plus Cell 38 plus Cell 39 plus Cell 40 plus Cell 41 plus Cell 42 plus Cell 43)

ITEM 4b	**Item 4b must be equal to Item 1 (all columns) on the CA 255 CW report**
CELL 10	**Cell 10** must be equal to (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5 on the CA 255 CW report)

ITEM 4b1	**Item 4b1 must be equal to Item 10 (all columns) on the CA 255 CW report**
CELL 11	**Cell 11** must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50 on the CA 255 CW report)

ITEM 4c	**Item 4c must be the equal to Item 11 (all columns) plus Item 12 (all columns) on the CA 255 CW report**
CELL 12	**Cell 12** must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54 plus Cell 55 plus Cell 56 plus Cell 57 plus Cell 58 plus Cell 59 plus Cell 60 on the CA 255 CW report)

ITEM 5	**Item 5 must be equal to (Item 3 minus Item 4)**
CELL 13	**Cell 13** must be equal to (Cell 7 minus Cell 8)

PART B. CASELOAD (ALL) Cases Added

ITEM 6a	Item 6a must be equal to Item 12 in the previous month's report
CELL 19	**Cell 19** must be equal to Cell 115 in the previous month's report
CELL 20	**Cell 20** must be equal to Cell 116 in the previous month's report
CELL 21	**Cell 21** must be equal to Cell 117 in the previous month's report
CELL 22	**Cell 22** must be equal to Cell 118 in the previous month's report
CELL 23	**Cell 23** must be equal to Cell 119 in the previous month's report

ITEM 6b	Item 6b must be equal to (Item 6 minus Item 6a)
CELL 24	**Cell 24** must be equal to (Cell 14 minus Cell 19) (positive or negative number)
CELL 25	**Cell 25** must be equal to (Cell 15 minus Cell 20) (positive or negative number)
CELL 26	**Cell 26** must be equal to (Cell 16 minus Cell 21) (positive or negative number)
CELL 27	**Cell 27** must be equal to (Cell 17 minus Cell 22) (positive or negative number)
CELL 28	**Cell 28** must be equal to (Cell 18 minus Cell 23) (positive or negative number)

ITEM 7	Item 7 must be equal to (Item 7a plus Item 7b plus Item 7c plus Item 7d)
CELL 29	**Cell 29** must be equal to (Cell 34 plus Cell 39 plus Cell 44 plus Cell 49)
CELL 30	**Cell 30** must be equal to (Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)
CELL 31	**Cell 31** must be equal to (Cell 36 plus Cell 41 plus Cell 46 plus Cell 51)
CELL 32	**Cell 32** must be equal to (Cell 37 plus Cell 42 plus Cell 47 plus Cell 52)
CELL 33	**Cell 33** must be equal to (Cell 38 plus Cell 43 plus Cell 48 plus Cell 53)

ITEM 7d1	Item 7d1 must be less than or equal to Item 7d
CELL 54	**Cell 54** must be less than or equal to Cell 49
CELL 55	**Cell 55** must be less than or equal to Cell 50
CELL 56	**Cell 56** must be less than or equal to Cell 51
CELL 57	**Cell 57** must be less than or equal to Cell 52
CELL 58	**Cell 58** must be less than or equal to Cell 53

ITEM 7d1	Item 7d1 must be zero if Item 7d is zero
CELL 54	**Cell 54** must be zero if Cell 49 is zero
CELL 55	**Cell 55** must be zero if Cell 50 is zero
CELL 56	**Cell 56** must be zero if Cell 51 is zero
CELL 57	**Cell 57** must be zero if Cell 52 is zero
CELL 58	**Cell 58** must be zero if Cell 53 is zero

PART B. CASELOAD (ALL) Caseload

ITEM 8	Item 8 must be equal to (Item 6 plus Item 7)
CELL 59	**Cell 59** must be equal to (Cell 14 plus Cell 29)
CELL 60	**Cell 60** must be equal to (Cell 15 plus Cell 30)
CELL 61	**Cell 61** must be equal to (Cell 16 plus Cell 31)
CELL 62	**Cell 62** must be equal to (Cell 17 plus Cell 32)
CELL 63	**Cell 63** must be equal to (Cell 18 plus Cell 33)

ITEM 8	Item 8 must be equal to (Item 8a plus Item 8b)
CELL 59	**Cell 59** must be equal to (Cell 64 plus Cell 82)
CELL 60	**Cell 60** must be equal to (Cell 65 plus Cell 83)
CELL 61	**Cell 61** must be equal to (Cell 66 plus Cell 84)
CELL 62	**Cell 62** must be equal to (Cell 67 plus Cell 85)
CELL 63	**Cell 63** must be equal to (Cell 68 plus Cell 86)

ITEM 8	Item 8 Column E must be equal to (Item 13 Column A plus Item 13 Column C and Item 14 Column A plus Item 14 Column C and Item 15 Column A plus Item 15 Column C)
CELL 63	**Cell 63** must be equal to (Cell 120 plus Cell 121 plus Cell 130 plus Cell 131 plus Cell 140 plus Cell 141)

ITEM 8a	Item 8a (cases) must be less than or equal to Item 8a3 (persons)
CELL 64	**Cell 64** (cases) must be less than or equal to Cell 77 (persons)
CELL 65	**Cell 65** (cases) must be less than or equal to Cell 78 (persons)
CELL 66	**Cell 66** (cases) must be less than or equal to Cell 79 (persons)
CELL 67	**Cell 67** (cases) must be less than or equal to Cell 80 (persons)
CELL 68	**Cell 68** (cases) must be less than or equal to Cell 81 (persons)

ITEM 8a	Item 8a Column E must be equal to (Item 13a plus Item 14a plus Item 15a Column A plus Item 13a plus Item 14a plus Item 15a Column C)
CELL 68	**Cell 68** must be equal to (Cell 122 plus Cell 123 plus Cell 132 plus Cell 133 plus Cell 142 plus Cell 143)

ITEM 8a1	Item 8a1 Column B must be equal to Item 8a3 Column B
CELL 70	**Cell 70** must be equal to Cell 78

ITEM 8a1	Item 8a1 Column E must be equal to (Item 13a1 plus Item 14a1 plus Item 15a1 Column A plus Item 13a1 plus Item 14a1 plus Item 15a1 Column C)
CELL 73	**Cell 73** must equal to (Cell 124 plus Cell 125 plus Cell 134 plus Cell 135 plus Cell 144 plus Cell 145)

ITEM 8a1	Item 8a1 Column E must be equal to Item 8a3 Column E
CELL 73	**Cell 73** must be equal to Cell 81

ITEM 8a3	Item 8a3 (persons) must be zero if Item 8a (cases) is zero
CELL 77	**Cell 77** (persons) must be zero if Cell 64 (cases) is zero
CELL 78	**Cell 78** (persons) must be zero if Cell 65 (cases) is zero
CELL 79	**Cell 79** (persons) must be zero if Cell 66 (cases) is zero
CELL 80	**Cell 80** (persons) must be zero if Cell 67 (cases) is zero
CELL 81	**Cell 81** (persons) must be zero if Cell 68 (cases) is zero

ITEM 8a3	Item 8a3 must be equal to (Item 8a1 plus Item 8a2)
CELL 77	**Cell 77** must be equal to (Cell 69 plus Cell 74)
CELL 79	**Cell 79** must be equal to (Cell 71 plus Cell 75)
CELL 80	**Cell 80** must be equal to (Cell 72 plus Cell 76)

ITEM 8a3	Item 8a3 Column B must be equal to Item 8a1 Column B
CELL 78	**Cell 78** must be equal to Cell 70

ITEM 8a3	Item 8a3 Column E must be equal to 8a1 Column E
CELL 81	**Cell 81** must be equal to Cell 73

ITEM 8b	Item 8b (cases) must be less than or equal to Item 8b3 (persons)
CELL 82	**Cell 82** (cases) must be less than or equal to Cell 95 (persons)
CELL 83	**Cell 83** (cases) must be less than or equal to Cell 96 (persons)
CELL 84	**Cell 84** (cases) must be less than or equal to Cell 97 (persons)
CELL 85	**Cell 85** (cases) must be less than or equal to Cell 98 (persons)
CELL 86	**Cell 86** (cases) must be less than or equal to Cell 99 (persons)

ITEM 8b	Item 8b Column E must be equal to (Item 13b plus Item 14b plus Item 15b Column A plus Item 13b plus Item 14b plus Item 15b Column C)
CELL 86	**Cell 86** must equal to (Cell 126 plus Cell 127 plus Cell 136 plus Cell 137 plus Cell 146 plus Cell 147)

ITEM 8b1	Item 8b1 Column B must be equal to Item 8b3 Column B
CELL 88	**Cell 88** must be equal to Cell 96

ITEM 8b1	Item 8b1 Column E must be equal to (Item 13b1 plus Item 14b1 plus Item 15b1 Column A plus Item 13b1 plus Item 14b1 plus Item 15b1 Column C)
CELL 91	**Cell 91** must be equal to (Cell 128 plus Cell 129 plus Cell 138 plus Cell 139 plus Cell 148 plus Cell 149)

ITEM 8b1	Item 8b1 Column E must be equal to Item 8b3 Column E
CELL 91	**Cell 91** must be equal to Cell 99

ITEM 8b3	Item 8b3 (persons) must be zero if Item 8b (cases) is zero
CELL 95	**Cell 95** (persons) must be zero if Cell 82 (cases) is zero
CELL 96	**Cell 96** (persons) must be zero if Cell 83 (cases) is zero
CELL 97	**Cell 97** (persons) must be zero if Cell 84 (cases) is zero
CELL 98	**Cell 98** (persons) must be zero if Cell 85 (cases) is zero
CELL 99	**Cell 99** (persons) must be zero if Cell 86 (cases) is zero

ITEM 8b3	Item 8b3 must be equal to (Item 8b1 plus Item 8b2)
CELL 95	**Cell 95** must be equal to (Cell 87 plus Cell 92)
CELL 97	**Cell 97** must be equal to (Cell 89 plus Cell 93)
CELL 98	**Cell 98** must be equal to (Cell 90 plus Cell 94)

ITEM 8b3	Item 8b3 Column B must be equal to Item 8b1 Column B
CELL 96	**Cell 96** must be equal to Cell 88

ITEM 8b3	Item 8b3 Column E must be equal to Item 8b1 Column E
CELL 99	**Cell 99** must be equal to Cell 91

PART B. CASELOAD (ALL) Case Exits

ITEM 9	Item 9 must be equal to Item 1 on the CA 253 CW report
CELL 100	**Cell 100** must be equal to Cell 1 on the CA 253 CW report
CELL 101	**Cell 101** must be equal to Cell 2 on the CA 253 CW report
CELL 102	**Cell 102** must be equal to Cell 3 on the CA 253 CW report
CELL 103	**Cell 103** must be equal to Cell 4 on the CA 253 CW report
CELL 104	**Cell 104** must be equal to Cell 5 on the CA 253 CW report

ITEM 10	Item 10 Column A must be equal to Item 12 Column A on the CA 253 CW report
CELL 105	**Cell 105** must be equal to Cell 85 on the CA 253 CW report
CELL 106	**Cell 106** must be equal to Cell 86 on the CA 253 CW report
CELL 107	**Cell 107** must be equal to Cell 87 on the CA 253 CW report
CELL 108	**Cell 108** must be equal to Cell 88 on the CA 253 CW report
CELL 109	**Cell 109** must be equal to Cell 89 on the CA 253 CW report

ITEM 11	Item 11 Column A must be equal to Item 13 Column A on the CA 253 CW report
CELL 110	**Cell 110** must be equal to Cell 110 on the CA 253 CW report
CELL 111	**Cell 111** must be equal to Cell 111 on the CA 253 CW report
CELL 112	**Cell 112** must be equal to Cell 112 on the CA 253 CW report
CELL 113	**Cell 113** must be equal to Cell 113 on the CA 253 CW report
CELL 114	**Cell 114** must be equal to Cell 114 on the CA 253 CW report

ITEM 12	Item 12 must be equal to (Item 8 minus Item 9 minus Item 10 plus Item 11)
CELL 115	**Cell 115** must be equal to (Cell 59 minus Cell 100 minus Cell 105 plus Cell 110)
CELL 116	**Cell 116** must be equal to (Cell 60 minus Cell 101 minus Cell 106 plus Cell 111)
CELL 117	**Cell 117** must be equal to (Cell 61 minus Cell 102 minus Cell 107 plus Cell 112)
CELL 118	**Cell 118** must be equal to (Cell 62 minus Cell 103 minus Cell 108 plus Cell 113)
CELL 119	**Cell 119** must be equal to (Cell 63 minus Cell 104 minus Cell 109 plus Cell 114)

PART C. SAFETY NET (SN)

ITEM 13	Item 13 must be equal to (Item 13a plus Item 13b)
CELL 120	**Cell 120** must be equal to (Cell 122 plus Cell 126)
CELL 121	**Cell 121** must be equal to (Cell 123 plus Cell 127)

ITEM 13a	Item 13a Column A must be equal to (Item 8a Column E minus Item 14a Column A minus Item 15a Column A minus Item 13a Column C minus Item 14a Column C minus Item 15a Column C)
CELL 122	**Cell 122** must be equal to (Cell 68 minus Cell 123 minus Cell 132 minus Cell 133 minus Cell 142 minus Cell 143)

ITEM 13a	Item 13a (cases) must be less than or equal to Item 13a1 (children)
CELL 122	**Cell 122** must be less than or equal to Cell 124
CELL 123	**Cell 123** must be less than or equal to Cell 125

ITEM 13a	Item 13a Column C must be equal to (Item 8a Column E minus Item 13a Column A minus Item 14a Column A minus Item 15a Column A minus Item 14a Column C minus Item 15a Column C)
CELL 123	**Cell 123** must be equal to (Cell 68 minus Cell 122 minus Cell 132 minus Cell 133 minus Cell 142 minus Cell 143)

ITEM 13a	Item 13a1 (children) must be zero if Item 13a (cases) is zero
CELL 124	**Cell 124** must be zero if Cell 122 is zero
CELL 125	**Cell 125** must be zero if Cell 123 is zero

ITEM 13b	Item 13b Column A must be equal to (Item 8b Column E minus Item 14b Column A minus Item 15b Column
CELL 126	**Cell 126** must be equal to (Cell 86 minus Cell 127 minus Cell 136 minus Cell 137 minus Cell 146 minus Cell 147)

ITEM 13b	Item 13b (cases) must be less than or equal to Item 13b1 (children)
CELL 126	**Cell 126** must be less than or equal to Cell 128
CELL 127	**Cell 127** must be less than or equal to Cell 129

ITEM 13b	Item 13b Column C must be equal to (Item 8b Column E minus Item 13b Column A minus Item 14b Column A minus Item 15b Column A minus Item 14b Column C minus Item 15b Column C)
CELL 127	**Cell 127** must be equal to (Cell 86 minus Cell 126 minus Cell 136 minus Cell 137 minus Cell 146 minus

ITEM 13b	Item 13b1 (children) must be zero if Item 13b (cases) is zero
CELL 128	**Cell 128** must be zero if Cell 126 is zero
CELL 129	**Cell 129** must be zero if Cell 127 is zero

PART D. FLEEING FELON (FF)

ITEM 14	Item 14 must be equal to (Item 14a plus Item 14b)
CELL 130	**Cell 130** must be equal to (Cell 132 plus Cell 136)
CELL 131	**Cell 131** must be equal to (Cell 133 plus Cell 137)

ITEM 14a	Item 14a Column A must be equal to (Item 8a Column E minus Item 13a Column A minus Item 15a Column A minus Item 13a Column C minus Item 14a Column C minus Item 15a Column C)
CELL 132	**Cell 132** must be equal to (Cell 68 minus Cell 122 minus Cell 123 minus Cell 133 minus Cell 142 minus Cell 143)

ITEM 14a	Item 14a (cases) must be less than or equal to Item 14a1 (children)
CELL 132	**Cell 132** must be less than or equal to Cell 134
CELL 133	**Cell 133** must be less than or equal to Cell 135

ITEM 14a	Item 14a Column C must be equal to (Item 8a Column E minus Item 13a Column A minus Item 14a Column A minus Item 15a Column A minus Item 13a Column C minus Item 15a Column C)
CELL 133	**Cell 133** must be equal to (Cell 68 minus Cell 122 minus Cell 123 minus Cell 132 minus Cell 142 minus Cell 143)

ITEM 14a	Item 14a1 (children) must be zero if Item 14a (cases) is zero
CELL 134	**Cell 134** must be zero if Cell 132 is zero
CELL 135	**Cell 135** must be zero if Cell 133 is zero

ITEM 14b	Item 14b Column A must be equal to (Item 8b Column E minus Item 13b Column A minus Item 15b Column A minus Item 13b Column C minus Item 14b Column C minus Item 15b Column C)
CELL 136	**Cell 136** must be equal to (Cell 86 minus Cell 126 minus Cell 127 minus Cell 137 minus Cell 146 minus Cell 147)

ITEM 14b	Item 14b (cases) must be less than or equal to Item 14b1 (children)
CELL 136	**Cell 136** must be less than or equal to Cell 138
CELL 137	**Cell 137** must be less than or equal to Cell 139

ITEM 14b	Item 14b Column C must be equal to (Item 8b Column E minus Item 13b Column A minus Item 14b Column A minus Item 15b Column A minus Item 13b Column C minus Item 15b Column C)
CELL 137	**Cell 137** must be equal to (Cell 86 minus Cell 126 minus Cell 127 minus Cell 136 minus Cell 146 minus Cell 147)

ITEM 14b	Item 14b1 (children) must be zero if Item 14b (cases) is zero
CELL 138	**Cell 138** must be zero if Cell 136 is zero
CELL 139	**Cell 139** must be zero if Cell 137 is zero

PART E. LONG-TERM SANCTION (LTS)

ITEM 15	Item 15 must be equal to (Item 15a plus Item 15b)
CELL 140	**Cell 140** must be equal to (Cell 142 plus Cell 146)
CELL 141	**Cell 141** must be equal to (Cell 143 plus Cell 147)

ITEM 15a	Item 15a Column A must be equal to (Item 8a Column E minus Item 13a Column A minus Item 14a Column A minus Item 13a Column C minus Item 14a Column C minus Item 15a Column C)
CELL 142	**Cell 142** must be equal to (Cell 68 minus Cell 122 minus Cell 123 minus Cell 132 minus Cell 133 minus Cell 143)

ITEM 15a	Item 15a (cases) must be less than or equal to Item 15a1 (children)
CELL 142	**Cell 142** must be less than or equal to Cell 144
CELL 143	**Cell 143** must be less than or equal to Cell 145

ITEM 15a	Item 15a Column C must be equal to (Item 8a Column E minus Item 13a Column A minus Item 14a Column A minus Item 15a Column A minus Item 13a Column C minus Item 14a Column C)
CELL 143	**Cell 143** must be equal to (Cell 68 minus Cell 122 minus Cell 123 minus Cell 132 minus Cell 133 minus Cell 142)

ITEM 15a	Item 15a1 (children) must be zero if Item 15a (cases) is zero
CELL 144	**Cell 144** must be zero if Cell 142 is zero
CELL 145	**Cell 145** must be zero if Cell 143 is zero

ITEM 15b	Item 15b Column A must be equal to (Item 8b Column E minus Item 13b Column A minus Item 14b Column A minus Item 13b Column C minus Item 14b Column C minus Item 15b Column C)
CELL 146	**Cell 146** must be equal to (Cell 86 minus Cell 126 minus Cell 127 minus Cell 136 minus Cell 137 minus Cell 147)

ITEM 15b	Item 15b (cases) must be less than or equal to Item 15b1 (children)
CELL 146	**Cell 146** must be less than or equal to Cell 148
CELL 147	**Cell 147** must be less than or equal to Cell 149

ITEM 15b	Item 15b Column C must be equal to (Item 8b Column E minus Item 13b Column A minus Item 14b Column A minus Item 15b Column A minus Item 13b Column C minus Item 14b Column C)
CELL 147	**Cell 147** must be equal to (Cell 86 minus Cell 126 minus Cell 127 minus Cell 136 minus Cell 137 minus Cell 146)

ITEM 15b	Item 15b1 (children) must be zero if Item 15b (cases) is zero
CELL 148	**Cell 148** must be zero if Cell 146 is zero
CELL 149	**Cell 149** must be zero if Cell 147 is zero

California Work Opportunity and Responsibility to Kids (CalWORKs) Report on Reasons for Discontinuances of Cash Grant
CA 253 CW

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

COUNTY NAME	VERSION ☐ INITIAL ☐ REVISED	REPORT MONTH		REPORT YEAR	

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
1. Total cases discontinued during the month (Sum of Items 2 through 11) *(Same as Item 9, CA 237 CW)*……………	1	2	3	4	5
2. Cases with no eligible child...	6	7	8	9	10
3. Cases with children no longer deprived of support or care…………………	11	12	13	14	15
4. Cases with resources that exceed limits....…………………………………	16	17	18	19	20
5. Cases with income that exceeds standards (Sum of Items 5a through 5f)….	21	22	23	24	25
a. Earnings increased………………………………………………………	26	27	28	29	30
b. Benefits or pensions increased…………………………………………	31	32	33	34	35
c. Support from person inside home increased……………………………	36	37	38	39	40
d. Support from person outside home increased…………………………	41	42	43	44	45
e. Requirements reduced……………………………………………………	46	47	48	49	50
f. Timed-out adult and income ineligible…………………………………	51		52	53	
6. Cases with client who moved and/or cannot be located....…………………	54	55	56	57	58
7. Cases discontinued due to recipient initiative...........……………………	59	60	61	62	63
a. Cases discontinued due to SAR 7 noncompliance……………………	64	65	66	67	68
8. Cases excluded by law for reasons other than time limits and citizenship….	69	70	71	72	73
9. Cases transferred to another county…..………..……………………………	74	75	76	77	78
10. Cases transferred to Kin-GAP Program……..……………………………		79			
11. Cases transferred to Foster Care Program………………………………	80	81	82	83	84

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
12. Total cases transferred **to** another program segment during the month *(Same as Item 10, CA 237 CW)*..	85	86	87	88	89
a. Cases transferred from Zero Parent to Two Parent Families..	90				
b. Cases transferred from All Other to Two Parent Families..	91				
c. Cases transferred from TANF Timed-Out to Two Parent Families.........................	92				
d. Cases transferred from SN/FF/LTS to Two Parent Families..	93				
e. Cases transferred from Two Parent to Zero Parent Families......................................		94			
f. Cases transferred from All Other to Zero Parent Families.......................................		95			
g. Cases transferred from TANF Timed-Out to Zero Parent Families....................................		96			
h. Cases transferred from SN/FF/LTS to Zero Parent Families...		97			
i. Cases transferred from Two Parent to All Other Families.............................			98		
j. Cases transferred from Zero Parent to All Other Families..................................			99		
k. Cases transferred from TANF Timed-Out to All Other Families.......................			100		
l. Cases transferred from SN/FF/LTS to All Other Families...			101		
m. Cases transferred from Two Parent to TANF Timed-Out Cases........................				102	
n. Cases transferred from Zero Parent to TANF Timed-Out Cases.............................				103	
o. Cases transferred from All Other to TANF Timed-Out Cases............................				104	
p. Cases transferred from SN/FF/LTS to TANF Timed-Out Cases...............				105	
q. Cases transferred from Two Parent to SN/FF/LTS Cases..					106
r. Cases transferred from Zero Parent to SN/FF/LTS Cases..............................					107
s. Cases transferred from All Other to SN/FF/LTS Cases..					108
t. Cases transferred from TANF Timed-Out to SN/FF/LTS Cases..					109
13. Total cases transferred **from** another program segment during the month *(Same as Item 11, CA 237 CW)*..	110	111	112	113	114

GENERAL COMMENTS

REVISED REPORT EXPLANATION

CONTACT PERSON	TELEPHONE	EXTENSION	FAX
JOB TITLE/CLASSIFICATION	E-MAIL		DATE SUBMITTED

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT
CA 253 CW (4/15)

INSTRUCTIONS

CONTENT

The monthly CA 253 CW report contains statistical information on cash grant cases terminated from the CalWORKs program, classified by primary reason for discontinuing aid.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, and program planning.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from **http://www.cdss.ca.gov/dssdb/**, complete the downloaded form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at **dssdb@dss.ca.gov**. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at **http://www.cdss.ca.gov/research/**. Counties are encouraged to review their data on the website each quarter to confirm the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at **http://www.cdss.ca.gov/research/**.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the **General Comments** box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about

GENERAL INSTRUCTIONS (continued)

the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

1. Total cases discontinued during the month (Sum of Items 2 through 11) **(Same as Item 9, CA 237 CW)**: ***This item is automatically calculated***. This is the total number of discontinuances. This item must equal the sum of Items 2 through 11 and must equal the monthly total of **Part B, Item 9 (Cells 100-104), "Cases discontinued during the month," on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report**. *[Cells 1-5]*

2. Cases with no eligible child: Enter the number of discontinuances that occurred because there is no longer an eligible child in the home. *[Cells 6-10]*

3. Cases with children no longer deprived of support or care: Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support. *[Cells 11-15]*

4. Cases with resources that exceed limits: Enter the number of discontinuances that occurred because the recipient family's resources and/or property now exceed limits permitted for CalWORKs eligibility. *[Cells 16-20]*

5. Cases with income that exceeds standards (Sum of Items 5a through 5f): ***This item is automatically calculated***. This is the sum of Items 5a through 5f. *[Cells 21-25]*

   a. Earnings increased: Enter the number of discontinuances that occurred because of excessive income due to increased earnings. *[Cells 26-30]*

   b. Benefits or pensions increased: Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions. *[Cells 31-35]*

   c. Support from person inside home increased: Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home. *[Cells 36-40]*

   d. Support from person outside home increased: Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home. *[Cells 41-45]*

   e. Requirements reduced: Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements. *[Cells 46-50]*

   f. Timed-out adult and income ineligible: Enter the number of discontinuances that occurred because of excessive income where an adult has timed-out. *[Cells 51-53]*

ITEM INSTRUCTIONS (Continued)

6. <u>Cases with client who moved and/or cannot be located</u>: Enter the number of discontinuances that occurred because the recipient moved and/or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program. *[Cells 54-58]*

7. <u>Cases discontinued due to recipient initiative</u>: Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc. *[Cells 59-63]*

   a. <u>Cases discontinued due to SAR 7 noncompliance</u>: Enter the number of discontinuances due to the recipient's failure/refusal to provide the Eligibility Status Report (SAR 7). This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, "Cases discontinued due to recipient initiative." *[Cells 64-68]*

8. <u>Cases excluded by law for reasons other than time limits and citizenship</u>: Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship. *[Cells 69-73]*

9. <u>Cases transferred to another county</u>: Enter the number of discontinuances that resulted from the recipient transferring to another county. *[Cells 74-78]*

10. <u>Cases transferred to Kin-GAP Program</u>: Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued. *[Cell 79]*

11. <u>Cases transferred to Foster Care Program</u>: Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued. *[Cells 80-84]*

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

Parent(s) in the Two Parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

12. <u>Total cases transferred **to** another program segment during the month</u> **(Same as Item 10, CA 237 CW)**: ***This is automatically calculated***. This item also automatically calculates **Part B, Item 10 (Cells 105-109), "Cases deducted due to transfers to another program segment during the month," on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report**. *[Cells 85-89]*

   Column (A), Two Parent Families, Cell 85 equals the sum of Cells 94, 98, 102 and 106
   Column (B), Zero Parent Families, Cell 86 equals the sum of Cells 90, 99, 103 and 107
   Column (C), All Other Families, Cell 87 equals the sum of Cells 91, 95, 104 and 108
   Column (D), TANF Timed-Out Cases, Cell 88 equals the sum of Cells 92, 96, 100 and 109
   Column (E), SN/FF/LTS Cases, Cell 89 equals the sum of Cells 93, 97, 101 and 105

ITEM INSTRUCTIONS (Continued)

a. Cases transferred from Zero Parent to Two Parent Families: Enter in Column (A) the number of cases that left the Zero Parent segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 90]*

b. Cases transferred from All Other to Two Parent Families: Enter in Column (A) the number of cases that left the All Other segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 91]*

c. Cases transferred from TANF Timed-Out to Two Parent Families: Enter in Column (A) the number of cases that left the TANF Timed-Out segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 92]*

d. Cases transferred from SN/FF/LTS to Two Parent Families: Enter in Column (A) the number of cases that left the SN/FF/LTS segment and will be moved to the Two Parent segment as of the beginning of the next month. *[Cell 93]*

e. Cases transferred from Two Parent to Zero Parent Families: Enter in Column (B) the number of cases that left the Two Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 94]*

f. Cases transferred from All Other to Zero Parent Families: Enter in Column (B) the number of cases that left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 95]*

g. Cases transferred from TANF Timed-Out to Zero Parent Families: Enter in Column (B) the number of cases that left the TANF Timed-Out segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 96]*

h. Cases transferred from SN/FF/LTS to Zero Parent Families: Enter in Column (B) the number of cases that left the SN/FF/LTS segment and will be moved to the Zero Parent segment as of the beginning of the next month. *[Cell 97]*

i. Cases transferred from Two Parent to All Other Families: Enter in Column (C) the number of cases that left the Two Parent segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 98]*

j. Cases transferred from Zero Parent to All Other Families: Enter in Column (C) the number of cases that left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 99]*

k. Cases transferred from TANF Timed-Out to All Other Families: Enter in Column (C) the number of cases that left the TANF Timed-Out segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 100]*

l. Cases transferred from SN/FF/LTS to All Other Families: Enter in Column (C) the number of cases that left the SN/FF/LTS segment and will be moved to the All Other segment as of the beginning of the next month. *[Cell 101]*

m. Cases transferred from Two Parent to TANF Timed-Out Cases: Enter in Column (D) the number of cases that left the Two Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. *[Cell 102]*

ITEM INSTRUCTIONS (Continued)

n. Cases transferred from Zero Parent to TANF Timed-Out to Cases: Enter in Column (D) the number of cases that left the Zero Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. *[Cell 103]*

o. Cases transferred from All Other to TANF Timed-Out Cases: Enter in Column (D) the number of cases that left the All Other segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. *[Cell 104]*

p. Cases transferred from SN/FF/LTS to TANF Timed-Out Cases: Enter in Column (D) the number of cases that left the SN/FF/LTS segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month. *[Cell 105]*

q. Cases transferred from Two Parent to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the Two Parent segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. *[Cell 106]*

r. Cases transferred from Zero Parent to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the Zero Parent segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. *[Cell 107]*

s. Cases transferred from All Other to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the All Other segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. *[Cell 108]*

t. Cases transferred from TANF Timed-Out to SN/FF/LTS Cases: Enter in Column (E) the number of cases that left the TANF Timed-Out segment and will be moved to the SN/FF/LTS segment as of the beginning of the next month. *[Cell 109]*

13. Total cases transferred **from** another segment during the month **(Same as Item 11, CA 237 CW)**: ***This item is automatically calculated.*** This Item also automatically calculates **Part B, Item 11 (Cells 110-114), "Cases added due to transfers from another program segment during the month," on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report**. *[Cells 110-114]*

    Column (A), Two Parent Families, Cell 110 equals the sum of Cells 90, 91, 92 and 93
    Column (B), Zero Parent Families, Cell 111 equals the sum of Cells 94, 95, 96 and 97
    Column (C), All Other Families, Cell 112 equals the sum of Cells 98, 99, 100 and 101
    Column (D), TANF Timed-Out Cases, Cell 113 equals the sum of Cells 102, 103, 104 and 105
    Column (E), SN/FF/LTS Cases, Cell 114 equals the sum of Cells 106, 107, 108 and 109

NOTE: The sum of Columns (A), (B), (C), (D) and (E) for Item 12 must equal the sum of Columns (A), (B), (C), (D) and (E) for Item 13.

COMMENTS

Use the General Comments section to:
- Explain any major fluctuations in data in the General Comments box.
- Explain any submitted revisions in the Revised Report Explanation box.
- Provide any other comments the county determines necessary in the General Comments box.

CalWORKs Report on Reasons
for Discontinuances for Cash Grant
CA 253 CW

VALIDATIONS

CELLS   Each data cell in this report must be a whole number equal to or greater than zero (0).
1 - 114   Do not enter negatives; this also includes self-calculated cells.
                Do not enter decimals.
                No data cells should be left blank, unless otherwise noted.

                Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

                Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

ITEM 1	Item 1 must be equal to Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10 plus Item 11
CELL 1	**Cell 1** must be equal to (Cell 6 plus Cell 11 plus Cell 16 plus Cell 21 plus Cell 54 plus Cell 59 plus Cell 69 plus Cell 74 plus Cell 80)
CELL 2	**Cell 2** must equal to (Cell 7 plus Cell 12 plus Cell 17 plus Cell 22 plus Cell 55 plus Cell 60 plus Cell 70 plus Cell 75 plus Cell 79 plus Cell 81)
CELL 3	**Cell 3** must be equal to (Cell 8 plus Cell 13 plus Cell 18 plus Cell 23 plus Cell 56 plus Cell 61 plus Cell 71 plus Cell 76 plus Cell 82)
CELL 4	**Cell 4** must be equal to (Cell 9 plus Cell 14 plus Cell 19 plus Cell 24 plus Cell 57 plus Cell 62 plus Cell 72 plus Cell 77 plus Cell 83)
CELL 5	**Cell 5** must be equal to (Cell 10 plus Cell 15 plus Cell 20 plus Cell 25 plus Cell 58 plus Cell 63 plus Cell 73 plus Cell 78 plus Cell 84)

ITEM 1	Item 1 must be equal to Item 9 of CA 237 CW report
CELL 1	**Cell 1** must be equal to Cell 100 of CA 237 CW report
CELL 2	**Cell 2** must be equal to Cell 101 of CA 237 CW report
CELL 3	**Cell 3** must be equal to Cell 102 of CA 237 CW report
CELL 4	**Cell 4** must be equal to Cell 103 of CA 237 CW report
CELL 5	**Cell 5** must be equal to Cell 104 of CA 237 CW report

ITEM 5	Item 5 must be equal to Item 5a plus Item 5b plus Item 5c plus Item 5d plus Item 5e and plus Item 5f
CELL 21	**Cell 21** must be equal to (Cell 26 plus Cell 31 plus Cell 36 plus Cell 41 plus Cell 46 plus Cell 51)
CELL 22	**Cell 22** must be equal to (Cell 27 plus Cell 32 plus Cell 37 plus Cell 42 plus Cell 47)
CELL 23	**Cell 23** must be equal to (Cell 28 plus Cell 33 plus Cell 38 plus Cell 43 plus Cell 48 plus Cell 52)
CELL 24	**Cell 24** must be equal to (Cell 29 plus Cell 34 plus Cell 39 plus Cell 44 plus Cell 49 plus Cell 53)
CELL 25	**Cell 25** must be equal to (Cell 30 plus Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)

ITEM 7a	Item 7a must be less than or equal to Item 7
CELL 64	**Cell 64** must be less than or equal to Cell 59
CELL 65	**Cell 65** must be less than or equal to Cell 60
CELL 66	**Cell 66** must be less than or equal to Cell 61
CELL 67	**Cell 67** must be less than or equal to Cell 62
CELL 68	**Cell 68** must be less than or equal to Cell 63

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

ITEM 12	Item 12 must be equal to Item 12a plus Item 12b plus Item 12c plus Item 12d plus Item 12e plus Item 12f plus Item 12g plus Item 12h plus Item 12i plus Item 12j plus Item 12k plus Item 12l plus Item 12m plus Item 12n plus Item 12o plus Item 12p plus Item 12q plus Item 12r plus Item 12s plus Item 12t
CELL 85	**Cell 85** must be equal to (Cell 94 plus Cell 98 plus Cell 102 plus Cell 106)
CELL 86	**Cell 86** must be equal to (Cell 90 plus Cell 99 plus Cell 103 plus Cell 107)
CELL 87	**Cell 87** must be equal to (Cell 91 plus Cell 95 plus Cell 104 plus Cell 108)
CELL 88	**Cell 88** must be equal to (Cell 92 plus Cell 96 plus Cell 100 plus Cell 109)
CELL 89	**Cell 89** must be equal to (Cell 93 plus Cell 97 plus Cell 101 plus Cell 105)

ITEM 12	Item 12 must be equal to Item 10 on the CA 237 CW report
CELL 85	**Cell 85** must be equal to Cell 105 on the CA 237 CW report
CELL 86	**Cell 86** must be equal to Cell 106 on the CA 237 CW report
CELL 87	**Cell 87** must be equal to Cell 107 on the CA 237 CW report
CELL 88	**Cell 88** must be equal to Cell 108 on the CA 237 CW report
CELL 89	**Cell 89** must be equal to Cell 109 on the CA 237 CW report

ITEM 13	Item 13 must be equal to Item 12a plus Item 12b plus Item 12c plus Item 12d plus Item 12e plus Item 12f plus Item 12g plus Item 12h plus Item 12i plus Item 12j plus Item 12k plus Item 12l plus Item 12m plus Item 12n plus Item 12o plus Item 12p plus Item 12q plus Item 12r plus Item 12s plus Item 12t
CELL 110	**Cell 110** must be equal to (Cell 90 plus Cell 91 plus Cell 92 plus Cell 93)
CELL 111	**Cell 111** must be equal to (Cell 94 plus Cell 95 plus Cell 96 plus Cell 97)
CELL 112	**Cell 112** must be equal to (Cell 98 plus Cell 99 plus Cell 100 plus Cell 101)
CELL 113	**Cell 113** must be equal to (Cell 102 plus Cell 103 plus Cell 104 plus Cell 105)
CELL 114	**Cell 114** must be equal to (Cell 106 plus Cell 107 plus Cell 108 plus Cell 109)

ITEM 13	Item 13 must be equal to Item 11 on the CA 237 CW report
CELL 110	**Cell 110** must be equal to Cell 110 on the CA 237 CW report
CELL 111	**Cell 111** must be equal to Cell 111 on the CA 237 CW report
CELL 112	**Cell 112** must be equal to Cell 112 on the CA 237 CW report
CELL 113	**Cell 113** must be equal to Cell 113 on the CA 237 CW report
CELL 114	**Cell 114** must be equal to Cell 114 on the CA 237 CW report

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

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

COUNTY NAME	VERSION ☐ INITIAL ☐ REVISED	REPORT MONTH		REPORT YEAR	

PART A. REASONS FOR DENIALS OF CASH GRANT	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out (D)	SN/FF/LTS (E)
1. Total case denials of cash grant during the month (Sum of Items 2 through 10) *(Same as Item 4b, CA 237 CW)*............	1	2	3	4	5
2. Cases with no eligible child............	6	7	8	9	10
3. Cases with children not deprived of support or care............	11	12	13	14	15
4. Cases with resources that exceed limits............	16	17	18	19	20
5. Cases with income that exceeds standards............	21	22	23	24	25
6. Cases that failed to comply with procedural requirements............	26	27	28	29	30
7. Cases with ineligible non-citizen............	31	32	33	34	35
8. Cases excluded by law for reasons other than time limits and citizenship............	36	37	38	39	40
9. Cases with nonresident............	41	42	43	44	45
10. Cases denied due to Diversion *(Same as Item 4b1, CA 237 CW)*............	46	47	48	49	50

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS					
11. Cases with application cancelled or withdrawn during the month............	51	52	53	54	55
12. Cases with applicant who moved or cannot be located during the month *(Sum of Item 11 plus Item 12; Same as Item 4c, CA 237 CW)*............	56	57	58	59	60

GENERAL COMMENTS

REVISED REPORT EXPLANATION

CONTACT PERSON	TELEPHONE	EXTENSION	FAX

JOB TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) REPORT ON REASONS FOR DENIALS
AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (4/15)

INSTRUCTIONS

CONTENT

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

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from **http://www.cdss.ca.gov/dssdb/**, complete the downloaded form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at **dssdb@dss.ca.gov**. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at **http://www.cdss.ca.gov/research/**. Counties are encouraged to review their data on the website each quarter to confirm the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at **http://www.cdss.ca.gov/research/**.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. **Do not leave any items blank** unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the **General Comments** box.

GENERAL INSTRUCTIONS (Continued)

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

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

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. <u>Total case denials of cash grant during the month (Sum of Items 2 through 10)</u> **(Same as Item 4b, CA 237 CW)**: *This item is automatically calculated.* This is the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 10. Also, sum of Item 2 through 10 must equal the monthly total of the figures reported in **Part A, Item 4b (Cell 10), "Applications denied," on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report.** *[Cells 1-5]*

2. <u>Cases with no eligible child</u>: Enter the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs. *[Cells 6-10]*

3. <u>Cases with children not deprived of support or care</u>: Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care. *[Cells 11-15]*

4. <u>Cases with resources that exceed limits</u>: Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility. *[Cells 16-20]*

5. <u>Cases with income that exceeds standards</u>: Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility. *[Cells 21-25]*

6. <u>Cases that failed to comply with procedural requirements</u>: Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility. *[Cells 26-30]*

ITEMS INSTRUCTIONS (Continued)

7. <u>Cases with ineligible non-citizen</u>: Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility. *[Cells 31-35]*

8. <u>Cases excluded by law for reasons other than time limits and citizenship</u>: Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons, etc. *[Cells 36-40]*

9. <u>Cases with nonresident</u>: Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility. *[Cells 41-45]*

10. <u>Cases denied due to Diversion</u> **(Same as Item 4b1), CA 237 CW)**: Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. ***This item automatically calculates* Part A, Item 4b1) (Cell 11), "Applications denied due to receipt of Diversion payments or services," on the CA 237 CW (4/15), CalWORKs Cash Grant Caseload Movement Report**. *[Cells 46-50]*

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

11. <u>Cases with application cancelled or withdrawn during the month</u>: Enter the number of applications disposed of due to the cancellation or withdrawal of the application. *[Cells 51-55]*

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

Use the Comments section to:

- Explain any major fluctuations in data in the General Comments box.
- Explain any submitted revisions in the Revised Report Explanation box.
- Provide any other comments the county determines necessary in the General Comments box.

CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant
CA 255 CW

VALIDATIONS

CELLS 1 - 60 Each data cell in this report must be a whole number equal to or greater than zero (0).
Do not enter negatives; this also includes self-calculated cells.
Do not enter decimals.
No data cells should be left blank, unless otherwise noted.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. REASONS FOR DENIALS OF CASH GRANT

ITEM 1	Item 1 must be equal to Item 2 plus Item 3 plus Item 4 plus Item 5 plus Item 6 plus Item 7 plus Item 8 plus Item 9 plus Item 10
CELL 1	**Cell 1** must be equal to (Cell 6 plus Cell 11 plus Cell 16 plus Cell 21 plus Cell 26 plus Cell 31 plus Cell 36 plus Cell 41 plus Cell 46)
CELL 2	**Cell 2** must be equal to (Cell 7 plus Cell 12 plus Cell 17 plus Cell 22 plus Cell 27 plus Cell 32 plus Cell 37 plus Cell 42 plus Cell 47)
CELL 3	**Cell 3** must be equal to (Cell 8 plus Cell 13 plus Cell 18 plus Cell 23 plus Cell 28 plus Cell 33 plus Cell 38 plus Cell 43 plus Cell 48)
CELL 4	**Cell 4** must be equal to (Cell 9 plus Cell 14 plus Cell 19 plus Cell 24 plus Cell 29 plus Cell 34 plus Cell 39 plus Cell 44 plus Cell 49)
CELL 5	**Cell 5** must be equal to (Cell 10 plus Cell 15 plus Cell 20 plus Cell 25 plus Cell 30 plus Cell 35 plus Cell 40 plus Cell 45 plus Cell 50)

ITEM 1	Item 1 must be equal to Item 4b of CA 237 CW report
CELL 1	(Cell **1** plus Cell 2 plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 2	(Cell 1 plus Cell **2** plus Cell 3 plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 3	(Cell 1 plus Cell 2 plus Cell **3** plus Cell 4 plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 4	(Cell 1 plus Cell 2 plus Cell 3 plus Cell **4** plus Cell 5) must be equal to Cell 10 on the CA 237 CW report
CELL 5	(Cell 1 plus Cell 2 plus Cell 3 plus Cell 4 plus Cell **5)** must be equal to Cell 10 on the CA 237 CW report

ITEM 10	Item 10 on the CA 255 CW report must be equal to Item 4b1 on the CA 237 CW report
CELL 46	(**Cell 46** plus Cell 47 plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 47	(Cell 46 plus **Cell 47** plus Cell 48 plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report
CELL 48	(Cell 46 plus Cell 47 plus **Cell 48** plus Cell 49 plus Cell 50) must be equal to Cell 11 on the CA 237 CW report

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

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

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

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