



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

October 1, 2015

ALL COUNTY LETTER NO. 15-75

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs): FEDERAL FISCAL YEAR (FFY) 2016 INCOME REPORTING
THRESHOLD (IRT)

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 11265.3, MANUAL OF
POLICIES AND PROCEDURES (MPP) SECTIONS 40-173.8, 44-316.321(e),
44-316.324, 44-316.324(b)-(c)(SAR/AR/CO) 69-201.4, 69-206, and 69-301,
[ALL COUNTY LETTER \(ACL\) No. 13-109](#) , [ACL No. 14-58](#) , [ACL No. 12-25](#) ,
[ACL No. 12-49](#) , [ACL No. 14-56](#) and [ALL COUNTY INFORMATION NOTICE
\(ACIN\) No. I-75-15](#)

The purpose of this letter is to transmit the FFY 2016 IRT chart for the CalWORKs Program. The California Department of Social Services (CDSS) developed the attached IRT chart to provide the County Welfare Departments (CWDs) with the IRTs that trigger the recipient income reporting requirements in the MPP Sections 44-316.321(e) and 44-316.324. These IRT levels became effective October 1, 2015 for all Assistance Units (AUs). The CWDs must inform all CalWORKs recipients of their individualized IRT amounts whenever they change.

IRT Reporting Requirements

Under the Semi-Annual Reporting (SAR) and Annual Reporting/Child-Only (AR/CO) reporting systems, CalWORKs recipients are required to report only certain changes in their income or family circumstances mid-period. One such mandatory mid-period report is when the AU's total income exceeds the IRT. The CalWORKs IRT for an AU is the lower of two tiers. The two tiers include: 1) 55 percent of the Federal Poverty Level (FPL) for a family of three, plus the amount of income last used to calculate the AU's monthly grant amount. 2) The amount of income likely to render the AU ineligible for CalWORKs benefits.

Note: In accordance with MPP Sections 44-316.324(b)(SAR) and 44-316.324(b)(AR/CO), AUs with either no income or with unearned income are only required to report if they receive new

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

earned income that, when combined with other household income, exceeds the IRT mid-period. Therefore, AUs with unearned income only are not required to report when that income by itself exceeds the IRT mid-period.

Income that must be reported for IRT purposes is the total combined earned and unearned income for the AU. If any member of the AU or a person included in the family's Maximum Aid Payment (MAP) has earned income or begins receiving earned income, the AU must report to the CWD when the family has combined gross income, earned and unearned, that exceeds the AU's IRT during the SAR or AR/CO payment period.

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

Informing Recipients of Their IRT

The informing notice that provides the IRT limits must be individualized for each AU. The CWDs must inform recipients of their IRT at least once per SAR Payment Period or AR/CO Payment Period, or whenever the AUs IRT changes. Additionally, the AU must be informed of the new IRT levels any time the IRT chart is updated. The CWDs should also remind recipients that in addition to the IRT requirement, they must report all income and property on their SAR 7 and provide relevant verification.

The IRT must be provided to the CalFresh Household and CalWORKs AU using the SAR 2, AR 2 SAR, or AR 2 CR form as appropriate upon approval of application and at any time the household/AU's IRT changes during the certification/payment period. The IRT can be listed on separate forms as long as the CWDs ensure that it is easily visible to the recipient and that the SAR 2, AR 2 SAR or AR 2 CR is issued to each household. The CWD shall follow notification rules regarding individualized IRT levels in accordance with MPP sections 40-173.8 and 44-316.324 as instructed above. The IRT level in which the recipient was last notified will be used for reporting purposes until the CWD has had an opportunity to update the recipient of any applicable IRT change.

IRT Chart Increments

The attached IRT charts are effective beginning October 1, 2015. The figures on the chart for all CalWORKs AU sizes in both Regions are based on the October 2015 CalFresh gross income limits. The CWDs shall not retroactively apply the 2015-16 IRT. The new IRT level will apply as soon as the CWD updates the recipient of the new 2015-16 IRT. The IRT previously sent to the AU shall be used until the CWD can notify each recipient of their new IRT.

An entry of zero to the IRT Chart is to reflect the IRT amount for a reporting size of zero. This is to address those relatively rare occurrences in which no person's needs are considered in determining the CalWORKs cash aid amount. An example of this would be a case in which the only eligible child is a Maximum Family Grant (MFG) child and his/her caretaker relative (parent) has reached their CalWORKs 48-month time limit and there are no other persons in the home whose needs are considered in the Family MAP. In this situation, the MAP amount is zero and the IRT is \$227. We arrive at the IRT level for an AU size of zero using the following formula: $\$0 \times 2 + \$225 + \$1 = \226 (income limit). This calculation reflects the use of the CalWORKs Earned Income Disregards (EID). One additional dollar is added to the income limit of \$226 to make the IRT \$227 for the AU size of zero.

CalFresh IRT

The 2015-2016 CalFresh IRT has been released in [ACIN No. I-75-15](#). Please refer to the ACIN for the IRT figures for each household size.

Refugee Cash Assistance (RCA)/Entrant Cash Assistance (ECA) and Trafficking and Crime Victims Assistance Programs (TCVAP)

The above instructions regarding the IRT also apply to the RCA/ECA Program in accordance with MPP Sections 69-201.4 and 69-301, which state that CalWORKs Program regulations relating to financial eligibility and payments apply to RCA/ECA unless specifically superseded by RCA/ECA regulations (i.e., MPP Section 69-206) that exempts specific income and resources from the income eligibility determination process. The above instructions regarding the IRT also apply to Trafficking and Crime Victims Assistance Program (TCVAP).

If you have any questions regarding this ACL contact your CalWORKs County Consultant or the CalWORKs Eligibility Bureau main line at (916) 654-1322. For questions regarding the CalFresh IRT, please contact the CalFresh Policy Bureau at (916) 654-1896. For questions regarding RCA/ECA or TCVAP, please contact the Refugee Program Bureau at (916) 657-3442.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

Attachment
c: CWDA; CSAC

Attachment

Federal Fiscal Year (FFY) 2015 CalWORKs Income Reporting Threshold (IRT)
Effective October 1, 2015 - September 30, 2016

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

- A. \$921 (55% of the FPL for a family of three, FFY 2015-16) plus the amount of income last used to calculate the AUs monthly benefits or;
- B. The amount of income likely to render the AU of that size ineligible, as shown in the charts below.

Effective October 1, 2015 through September 30, 2016

Region 1		
AU Size	Income Reporting Threshold Exempt	Income Reporting Threshold Non-Exempt
0	\$227	\$227
1	\$1000	\$926
2	\$1,498	\$1,364
3	\$1,802	\$1,634
4	\$2,098	\$1,906
5	\$2,356	\$2,134
6	\$2,620	\$2,370
7	\$2,856	\$2,582
8	\$3,094	\$2,792
9	\$3,324	\$3,000
10 or more	\$3,556	\$3,206

Region 2		
AU Size	Income Reporting Threshold Exempt	Income Reporting Threshold Non-Exempt
0	\$227	\$227
1	\$964	\$888
2	\$1,440	\$1,308
3	\$1,728	\$1,566
4	\$2,008	\$1,824
5	\$2,260	\$2,044
6	\$2,508	\$2,268
7	\$2,734	\$2,466
8	\$2,958	\$2,670
9	\$3,180	\$2,868
10 or more	\$3,400	\$3,062

*Note: The AU income exit threshold formula is the Maximum Aid Payment (MAP) X 2 + \$225 (Earned Income Disregard (EID)) + \$1 = Amount That Renders AU Ineligible