

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



November 2, 2004

ALL COUNTY LETTER NO. 04-39

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

**REASON FOR THIS TRANSMITTAL**

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) INCOME REPORTING THRESHOLD (IRT)

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 11265.3, MANUAL OF  
POLICIES AND PROCEDURES (MPP) SECTIONS 40-173.8, 44-316.32,  
44-316.324, AND ACL NO. 03-57

The purpose of this letter is to transmit the 2004 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 IRT amounts to be used when reporting income changes required by Manual of Policies and Procedures (MPP) Sections 44-316.32 and 44-316.324.

**Defining the IRT**

The IRT is the greater of 130 percent of the Federal Poverty Level (FPL) for the number of people who are included in the Family Maximum Aid Payment (MAP) or the income amount that would render the assistance unit (AU) ineligible to CalWORKs. Income that must be reported for IRT purposes is the same as income that is required to be reported for determining cash eligibility and the grant amount. This includes income of sanctioned, penalized, excluded, and timed out individuals. The income to the AU includes the income and/or needs of persons not in the AU who were included in the determination of income eligibility and grant amounts in the Family MAP. A CalWORKs recipient must report when the family's total combined income, earned and unearned, exceeds the IRT. (Note: AUs that have either no income or have unearned income only will be required to report if they receive new earnings that, when combined with other household income, exceed the IRT mid-quarter. AUs with unearned income only are not required to report when that income by itself exceeds the IRT in mid-quarter.)

**Informing Recipients of their IRT**

The informing notice that provides the IRT limits must be individualized for each CalWORKs case. The CWD shall inform each household of their IRT at the following times: 1) at least once a quarter; 2) at redetermination/recertification; 3) anytime there are changes in the CalWORKs AU or Family MAP size; 4) when there is a change of persons who are required to report income; and 5) upon recipient request. Additionally, the AU must be informed of the new IRT levels any time the IRT chart is updated.

Due to differences in automation and other practices, CWDs may inform recipients of the IRT requirements on (1) the QR 7, (2) the Notice of Action used to add or remove AU members, or (3) on a separate informing notice. 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. CWD's are to use current IRT levels for recipients when determining eligibility. Therefore, the IRT level the recipient was last notified of will be used for reporting purposes until the CWD has had an opportunity to update the recipient of any applicable IRT change.

**IRT Chart**

The attached IRT chart is effective October 1, 2004. The figures on the chart are based on the October 2004, food stamp gross income limits (130 percent of FPL), except for the IRT family size of 2, Region 1. In this instance, the CalWORKs MAP level creates a higher income threshold which contains two different IRT levels. This is due to the three month MAP COLA suspension which affects the IRT levels for October and November. With the COLA restored beginning December 2004, the chart lists the new IRT level applicable from December forward. CDSS will notify counties of any changes to the IRT chart.

**Refugee Cash Assistance**

The above instructions regarding the IRT also apply to the Refugee Cash Assistance (RCA) Program in accordance with MPP Section 69-201.4 which states that CalWORKs Program regulations relating to financial eligibility and payments apply to RCA unless specifically superceded by RCA regulations.

Please direct any questions regarding the CalWORKs IRT chart to Jackie Shelley of the CalWORKs Eligibility Bureau at (916) 654-1061. For any questions regarding the Food Stamp FPL, you may contact LeAnne Torres at (916) 654-2135. For questions regarding Refugee Programs, please contact Kathy Noble at (916) 654-0495.

Sincerely,

*Original Document Signed By '*

*Char Lee Metsker on 10/31/04*

CHARR LEE METSKER

Acting Deputy Director

Welfare to Work Division

Attachment

c: CWDA

CSAC

**CalWORKs Income Reporting Threshold (IRT) Chart 2004  
Effective 10/1/04 to 9/30/04**

**Region One**

<b>IRT Family Size</b>	<b>Income Reporting Threshold</b>
1	\$1,009
2	a) \$1,362 (October and November 2004 only) b) \$1,394 (December 2004 forward) *
3	\$1,698
4	\$2,043
5	\$2,387
6	\$2,732
7	\$3,076
8	\$3,421
9	\$3,766
10 or more	\$4,111

**Region Two**

<b>IRT Family Size</b>	<b>Income Reporting Threshold</b>
1	\$1,009
2	\$1,354
3	\$1,698
4	\$2,043
5	\$2,387
6	\$2,732
7	\$3,076
8	\$3,421
9	\$3,766
10 or more	\$4,111

\*In this instance, the CalWORKs MAP level creates a higher income threshold, which contains two different IRT levels. This is due to the three-month MAP COLA suspension, which affects the IRT levels for October and November. With the COLA restored beginning December 2004, the chart lists the new IRT level applicable from December forward.