

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 2, 1984

ALL-COUNTY LETTER NO. 84-31

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISED MONTHLY ELIGIBILITY REPORT (CA 7)

REFERENCE: ALL-COUNTY LETTER NO. 84-18  
ALL-COUNTY LETTER NO. 84-19

Attached are English and Spanish versions of the revised CA 7 (2/84) to be used for monthly reporting in the AFDC, Food Stamp and RCA/ECA programs. Also attached is an Important Notice in English and Spanish to be sent with the new CA 7 to inform recipients of the changes to the form and to provide instructions that will assist them in correct completion of the report.

The 2/84 edition of the CA 7 is the product of a joint redesign effort undertaken by this Department and CWDA to allay the concerns raised about the 12/83 edition of the CA 7. We believe that the improvements made will facilitate effective administration and use of the Monthly Reporting System.

The counties are to send the revised CA 7 and the Important Notice in their April 1984 mailings to be returned by recipients no later than May 11, 1984. The attached master copies are being provided in order to allow lead time for county printing and duplicating.

I. Significant Changes Made to the CA 7

A. The major changes to the CA 7 are summarized as follows:

1. The Instructions Matrix that preceded Question 1 on the 12/83 edition of the form is deleted.
2. The questions have been grouped by aid category or for all programs, whichever is appropriate.
3. New, simplified instructions are provided for each group of questions.
4. Question 5 on the 12/83 edition has been separated into three specific questions on the 2/84 edition.
5. The instructions for completion of each set of questions contain white letters against a black background to emphasize their importance to the recipient.

B. Items deleted from the CA 7 are as follows:

1. Question 8A 4, age 18
2. Question 8A 6, Social Security Number
3. Question 8A 7, citizenship and alien status
4. Question 8A 14, age 60
5. Social Security Number disclosure statement

Even though these items no longer appear on the form, counties are still required to obtain and act on all this information.

C. Other Changes and Improvements

1. The "note" formerly contained on the 3/82 edition of the CA 7 which provided recipients the opportunity to request discontinuance of aid has been restored to the form.
2. The earned income penalty statement has been removed from the top of the form and included as a part of Question 1.
3. For Food Stamps, the term "home" has been changed to "household". Please see Section IV of this letter for further explanation.

II. Recipient Notice

The Important Notice is provided as an aid to inform recipients of the changes to the CA 7. It is for one-time-only use. Supplies of this notice will not be printed by the State. Counties should print supplies as needed and include the notice as a stuffer with the first mailing of the revised CA 7 (2/84). The ongoing Important Notice required in the Food Stamp Program will be provided during April, 1984.

III. Revised Processing Instructions (AFDC/RCA/ECA)

This letter supersedes the procedures outlined in ACL 84-18. All CA 7 reports received on or after May 1, 1984 will be processed using the CA 7 completeness regulations that became effective on January 1, 1984 (ORD #383-26). Notices of Action 960X and 960Y should be used accordingly, except for the delayed payment language prohibited by the Saldivar v. McMahon court order.

IV. Revised Processing Instructions (Food Stamps)

This letter supersedes the procedures contained in All-County Letters 84-18 and 84-19. All CA 7 reports received on or after May 1, 1984 will be processed using the CA 7 completeness regulations that became effective on January 1, 1984 (ORD #383-20) and February 1, 1984 (ORD #383-20c). The NA 960X, NA 960Y and DFA 377.4 should be used accordingly, except as modified by the Saldivar v. McMahon court order.

As indicated in Section I.C.3, the term "home" has been replaced by "household" in the instructions for whom the Food Stamp questions should be answered. Counties must still obtain all needed information for those

nonhousehold members who are having resources and/or a prorated share of their income assigned to the household.

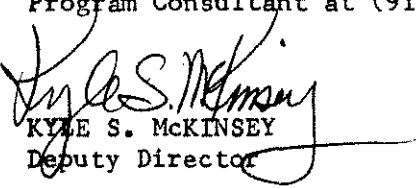
V. Additional Information

Supplies of the CA 7 (2/84) should be available from the DSS Warehouse by March 22, 1984. Counties should begin now to place their orders on GEN 727B, County Forms Order, for a two-month supply, or notify the DSS Warehouse in writing by March 16, 1984 of their intention to print their own stock. Submit your orders or notification to:

DSS Warehouse  
P. O. Box 22429  
Sacramento, CA 95822-3799

It is expected that the Vietnamese, Chinese, Laotian, and Cambodian translations will be available by April 1, 1984. Master copies will be mailed directly to each county. Any questions regarding the translations should be directed to the DSS Language Services Unit at (916) 323-9562.

If you have any questions about the revised CA 7 or the recipient notice, please contact the AFDC Policy Implementation Bureau at (916) 322-5330, your Food Stamp Corrective Action Consultant at (916) 322-5475, or your Refugee Program Consultant at (916) 322-3141.

  
KYLE S. MCKINSEY  
Deputy Director

Attachments

cc: CWDA