

# Manual of Policies and Procedures

## STATISTICAL REPORTS



STATE OF CALIFORNIA  
HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

*Distributed Under the Library Distribution Act*

December, 1989

TABLE OF CONTENTS

	Section
Introduction .....	26-001
Responsibility for Reporting .....	26-010
Reporting Requirements .....	26-020
Contents and Use of the Manual .....	26-030
Standard Format for Statistical Reports Manual of Policies and Procedures .....	26-035
Methods of Collecting Information .....	26-040
Publications .....	26-050
Statistical Series Reports .....	.10
Research Series Reports .....	.20
Research and Statistics Notes .....	.30
Program Information Series Reports .....	.40
Reporting on Inactive Programs .....	26-060
Delegation of Reporting Responsibility .....	26-070
Submittal Procedures .....	26-080
Timeliness .....	.10
Retention Period .....	26-090
Reports on Public Assistance .....	26-200
Reporting Period .....	26-205
Work Month .....	.10

TABLE OF CONTENTS (Continued)

Section

AFDC-Homeless Assistance - Statistical Report (Form CA 237-HA) . . . . .	26-211
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
General Instructions . . . . .	.10
Part A. Request for Homeless Assistance . . . . .	.20
Part B. Temporary Shelter Information . . . . .	.30
Part C. Net Expenditures . . . . .	.40
Part D. Special Information . . . . .	.50
Form CA 237-HA. . . . .	.90
 Caseload Movement and Expenditures Report for the AFDC Program (Forms CA 237 FG/U and CA 237 FC) . . . . .	 26-212
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Part A. Applications for Aid and Requests for Restoration . . . . .	.20
Part B. Cash Grant Caseload . . . . .	.30
Part C. Net Expenditures . . . . .	.40
Part D. Special Information . . . . .	.50
Part E. Quarterly Information on the Processing of Applications . . . . .	.60
Part F. To be Used Only on Instructions From the Department of Social Services . . . . .	.70
Forms and Source Guides (CA 237 FG/U and CA 237 FC) . . . . .	.90
 Caseload Movement Report for the Refugee Resettlement Program (RRP) (Form RS 237) . . . . .	 26-213
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Part A. Applications for Aid and Requests for Restoration . . . . .	.20
Part B. Caseload . . . . .	.30
Form RS 237 . . . . .	.90

TABLE OF CONTENTS (Continued)

Section

General Relief and Interim Assistance to Applicants for SSI/SSP (Form GR 237) . . . . . 26-214

    Content . . . . . .01

    Purpose . . . . . .02

    Distribution . . . . . .03

    Due Date . . . . . .04

    Definitions . . . . . .06

    Exclusions from Statistical Reporting . . . . . .07

    Instructions . . . . . .10

    Part A. Caseload (General Relief and Interim Assistance) . . . . . .20

    Part B. Caseload and Expenditures . . . . . .30

    Part C. SSI/SSP Interim Assistance (IA) . . . . . .40

    Part D. Special Use . . . . . .50

    Part E. Net General Relief Expenditures . . . . . .60

    Form GR 237 . . . . . .90

Emergency Assistance - Caseload Movement and Expenditures Report (Form CA 237-EA) . . . . . 26-215

    Content . . . . . .01

    Purpose . . . . . .02

    Distribution . . . . . .03

    Due Date . . . . . .04

    Instructions . . . . . .10

    Part A. Caseload . . . . . .20

    Part B. Net Expenditures . . . . . .30

    Part C. Other . . . . . .40

    Form CA 237-EA . . . . . .90

Adult Programs - Monthly Statistical Report (Form ABD 216) . . . . . 26-216

    Content . . . . . .01

    Purpose . . . . . .02

    Distribution . . . . . .03

    Due Date . . . . . .04

    Instructions . . . . . .10

    Part A. Requests for Certification . . . . . .20

    Part B. Special Circumstances Allowances (SCA) . . . . . .30

    Form ABD 216 . . . . . .90

TABLE OF CONTENTS (Continued)

	Section
Refugee Demonstration Project (RDP) - Cash Grant Caseload Movement Report (Form RS 237 RDP) . . . . .	26-217
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Part A. Applications for Aid and Requests for Restoration . . . . .	.20
Part B. Caseload . . . . .	.30
Form RS 237 RDP . . . . .	.90
 AFDC-Family Groups and Unemployed Report on Reasons for Discontinuance of Cash Grant (Form ABCD 253) . . . . .	 26-218
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
General Instructions . . . . .	.10
Item Instructions . . . . .	.11
Form ABCD 253 and Discontinuance Reason Code Classification List . . . . .	.90
 AFDC-Family Groups and Unemployed Report on Denials and Other Nonapprovals of Applications for Cash Grant (Form ABCD 255) . . . . .	 26-219
Content. . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.06
General Instructions . . . . .	.10
Part A. Reasons for Denials of Cash Grant . . . . .	.20
Part B. Reasons for Nonapprovals Other than Denials . . . . .	.30
Form ABCD 255 and Denial Reason Code Classification List . . . . .	.90

TABLE OF CONTENTS (Continued)

	Section
Semi-Annual Recipient Report on AFDC, Social Services, and Nonassistance Food Stamp - Ethnic Origin and Primary Language (Form ABCD 350) . . . . .	26-221
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Ethnic Origin Definitions . . . . .	.06
Instructions . . . . .	.10
Ethnic Origin and Primary Language Procedure . . . . .	.11
Social Services . . . . .	.12
Part A. Ethnic Origin (Persons) . . . . .	.20
Part B. Primary Language Spoken (Cases) . . . . .	.30
Form ABCD 350 . . . . .	.90
Refugee Program Report - Time Expired Cases and Persons (RS 22A) . . . . .	26-223
Content . . . . .	.01
Purpose . . . . .	.02
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Form RS 22A. . . . .	.90
Refugee Assistance - By Nationality Annual Report (Form RS 238) . . . . .	26-224
Content . . . . .	.01
Purpose . . . . .	.02
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Form RS 238 . . . . .	.90
Immigration Reform and Control Act of 1986 (IRCA) Monthly Caseload Report (Form IRCA 1) . . . . .	26-225
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Form IRCA 1 . . . . .	.90

TABLE OF CONTENTS (Continued)

	Section
GAIN Monthly Activity Report (Form GAIN 25) . . . . .	26-227
Content . . . . .	.01
Purpose . . . . .	.02
Due Date and Submittal Instructions . . . . .	.03
General Instructions . . . . .	.10
Column Instructions . . . . .	.20
Line Item Instructions . . . . .	.30
Form GAIN 25 . . . . .	.90
GAIN Quarterly Characteristics Report (Form GAIN 31) . . . . .	26-228
Content . . . . .	.01
Purpose . . . . .	.02
Due Date and Submittal Instructions . . . . .	.03
General Instructions . . . . .	.10
Item Instructions . . . . .	.20
Form GAIN 31 . . . . .	.90
Work Incentive Demonstration (WIN-DEMO) Program-GAIN Counties Quarterly Statistical Report (Form CA 811A) . . . . .	26-229
Content and Purpose . . . . .	.01
Distribution . . . . .	.02
Due Date and Submittal Instructions . . . . .	.03
Mandated for all GAIN Counties . . . . .	.04
General Instructions . . . . .	.10
Types of Counts Called for on the Report . . . . .	.11
Unduplicated Count Requirements . . . . .	.12
Definitions . . . . .	.13
Item Instructions . . . . .	.20
Registrations . . . . .	.21
Unsubsidized Employment Expected to Last 30 Days or More . . . . .	.22
Subsidized Employment . . . . .	.23
Employment Retention This Quarter . . . . .	.24
Employment-Related AFDC Grant Discontinuance and Reductions . . . . .	.25
Computation of WIN Grant Reductions for Statistical Reporting Purposes . . . . .	.30
Case Examples for Reporting Different Types of Savings . . . . .	.40
Form CA 811A . . . . .	.90

---

TABLE OF CONTENTS (Continued)

	Section
Fraud Investigation Activity Report (Form DPA 266) . . . . .	26-230
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Form (DPA 266) . . . . .	.10
Instructions for Columns . . . . .	.11
Part A. Investigation Activity . . . . .	.20
Section I: Investigation Requests . . . . .	.21
Section II: Investigation Caseload . . . . .	.22
Section III: Investigation Results . . . . .	.23
Section IV: Fraud Overpayment and Fine Dollar Amounts . . . . .	.24
Part B. Prosecution Activity . . . . .	.30
Section I: Prosecution Activity . . . . .	.31
Section II: Prosecution Outcomes . . . . .	.32
Deleted by Manual Letter No. SR-96-01, effective 7/1/96 . . . . .	.40
Part C. Administrative Disqualification Hearing Activity . . . . .	.50
Part D. Persons Disqualified . . . . .	.60
Part E. Collection . . . . .	.70
Deleted by Manual Letter No. SR-96-01, effective 7/1/96 . . . . .	.71
Part F. Comments . . . . .	.80
Form DPA 266 . . . . .	.90
Summary Report on Claims of Good Cause for Refusing to Cooperate in Establishing Paternity and Securing Child Support (Form CA 1004) . . . . .	26-234
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Form CA 1004 . . . . .	.90
Aid to Families with Dependent Children AFDC - Characteristics Survey (Form CA 1000) . . . . .	26-252
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Form CA 1000 . . . . .	.90



TABLE OF CONTENTS (Continued)

	Section
Special Surveys . . . . .	26-253
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Special Survey Forms . . . . .	.90
Reports on Food Stamp Program . . . . .	26-300
Food Stamp Program Monthly Caseload Movement Statistical Report (Form DFA 296) . . . . .	26-311
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Part A. Applications for Food Stamps . . . . .	.10
Part B. Certified Caseload . . . . .	.20
Part C. Recertifications . . . . .	.30
Part D. Other . . . . .	.40
Reporting Situations and Examples . . . . .	.50
Form DFA 296 . . . . .	.90
Food Stamp Program Expedited Service Quarterly Statistical Report (Form DFA 296X) . . . . .	26-312
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Part A. Requests for Expedited Service . . . . .	.10
Part B. Application Compliance Information . . . . .	.20
Part C. Other . . . . .	.30
Form DFA 296X . . . . .	.90

TABLE OF CONTENTS (Continued)

Section

Food Stamp Employment and Training (FSET) Quarterly  
Statistical Report (Form STAT 40) . . . . . 26-313

    Content . . . . . .01  
    Purpose . . . . . .02  
    Distribution . . . . . .03  
    Due Date . . . . . .04  
    Definitions . . . . . .05  
    General Instructions . . . . . .10  
    Part A. Program Registrants . . . . . .20  
    Part B. Deferrals Section . . . . . .30  
    Part C. Component Placements . . . . . .40  
    Part D. October 1 Work Registration Status . . . . . .50  
    Part E. Other . . . . . .60  
    Form STAT 40 . . . . . .90

Food Stamp Program Participants by Ethnic Group (Form DFA 358) . . . . . 26-320

    Content . . . . . .01  
    Purpose . . . . . .02  
    Distribution . . . . . .03  
    Due Date . . . . . .04  
    Instructions . . . . . .05  
    Ethnic Origin Identification . . . . . .06  
    Ethnic Origin Definitions . . . . . .07  
    Revisions . . . . . .11  
    Form DFA 358 . . . . . .90

Participation and Coupon Issuance Report -  
Food Stamp Program (Form FNS 256) . . . . . 26-325

    Content . . . . . .01  
    Purpose . . . . . .02  
    Distribution . . . . . .03  
    Due Date . . . . . .04  
    Instructions . . . . . .10  
    Revisions . . . . . .11  
    Form FNS 256 . . . . . .90

Reports on Social Services . . . . . 26-500

TABLE OF CONTENTS (Continued)

	Section
County Services Block Grant Programs Monthly Statistical Reports (Form SOC 242) . . . . .	26-514
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Implementation Date . . . . .	.04
Due Date . . . . .	.05
Part A. Instructions for Completing Form SOC 242 (1/89)	
Information and Referral . . . . .	.10
Part B. Out-of-Home Adults (OHC-A) . . . . .	.20
Part C. Adult Protective Services (APS) . . . . .	.30
Part D. Optional Services . . . . .	.40
Form SOC 242 . . . . .	.90
Report on Preplacement Preventive Services (Form SOC 291) . . . . .	26-518
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Report Format . . . . .	.05
Instructions for Completing Form SOC 291 . . . . .	.10
Section I: Emergency Response Program . . . . .	.20
Part A. Emergency Response Referrals Received . . . . .	.21
Part B. Emergency Response Dispositions . . . . .	.22
Part C. Reason for Emergency Response at Disposition . . . . .	.23
Section II: Family Maintenance Program . . . . .	.30
Part A. Family Maintenance Program Activity . . . . .	.31
Part B. Transferred to Family Positions . . . . .	.32
Form SOC 291 . . . . .	.90

TABLE OF CONTENTS (Continued)

	Section
In-Home Supportive Services Program Monthly Caseload Hours and Costs Report (Form SOC 296) . . . . .	26-520
Elder Abuse/Dependent Adult Abuse Monthly Statistical Report (Form SOC 340) . . . . .	26-522
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.06
Abuse Perpetrated by Another Person . . . . .	.07
Self-Inflicted Abuse . . . . .	.08
General Instructions . . . . .	.09
Column Instructions . . . . .	.10
Part A. Item Instructions . . . . .	.11
Part B. Types of Confirmed Incidents of Adult Abuse . . . . .	.12
Part C. Total Number of Confirmed Elder/Dependent Adult Abuse Cases . . . . .	.13
Part D. Types of Actions Taken on Confirmed Cases . . . . .	.14
Part E. Adult Protective Services Investigations in Long-Term Facilities . . . . .	.15
Form SOC 340 . . . . .	.90
Foster Child's Data Record and AFDC-FC Certification (SOC 158/158A) . . . . .	26-552
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Reports on Adoptions . . . . .	26-600

TABLE OF CONTENTS (Continued)

	Section
Applications and Homes Approved for Adoptive Placements - Relinquishment Program-Quarterly Statistical Report (Form AD 56A) . . . . .	26-614
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Part A. Requests . . . . .	.20
Part B. Applications . . . . .	.30
Part C. Approved Homes Available for Adoptive Placements . . . . .	.40
Form AD 56A . . . . .	.90
Adoption Placement Services-Relinquishment Program Quarterly Statistical Report (Form AD 56C) . . . . .	26-618
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date and Transmittal Instructions . . . . .	.04
General Instructions . . . . .	.10
Part A. Requests to Arrange Adoptive Placements . . . . .	.20
Part B. Children Under Preplacement Study or Supervision . . . . .	.30
Part C. Children in Adoptive Homes . . . . .	.40
Part D. Cases Reviewed by Adoptions for Adoptability Permanency Planning Hearing . . . . .	.50
Form AD 56C . . . . .	.90
Quarterly Statistical Report on Independent Adoptions (Form AD 56D) . . . . .	26-620
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Part A. Adoption Caseload . . . . .	.20
Part B. Other Court Reports Filed and Appearances . . . . .	.30
Part C. Time Requirements . . . . .	.40
Part D. Commitments . . . . .	.50
Part E. Petitions to Set Aside Adoptions . . . . .	.60
Form AD 56D . . . . .	.90

TABLE OF CONTENTS (Continued)

	Section
Services to Other Agencies and Post-Adoption Services on the Relinquishment and Independent Programs Quarterly Statistical Report (Form AD 56E) . . . . .	26-622
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Part A. Services to Other Agencies . . . . .	.20
Part B. Post-Adoption Services . . . . .	.30
Form AD 56E . . . . .	.90
 Intercountry Adoptions Quarterly Statistical Report (Form AD 202B) . . . . .	 26-626
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Section I: Intercountry Adoptions in California . . . . .	.20
Item Instructions . . . . .	.21
Part A. Applications for Home Studies . . . . .	.22
Part B. Homes Under Study . . . . .	.23
Part C. Approved Homes . . . . .	.24
Part D. Adoptive Placements Under Supervision . . . . .	.25
Part E. Children Replaced - Original Adoption Placement Terminated . . . . .	.26
Section II: Intercountry Adoptions Abroad (Public Law 95-417) . . . . .	.30
Part A. Applications for Home Studies . . . . .	.31
Part B. Homes Under Study . . . . .	.32
Form AD 202B . . . . .	.90

TABLE OF CONTENTS (Continued)

	Section
Individual Records - Relinquishment Adoptions (Form AD 42R) . . . . .	26-651
Content and Purpose . . . . .	.01
Due Date and Transmittal Instructions . . . . .	.04
Submittal Instructions . . . . .	.05
General Instructions . . . . .	.10
Procedure on Preparation of Individual Record in Cooperative Placements . . . . .	.11
Case Identification Section . . . . .	.20
Part I. General Case Information . . . . .	.30
Part II. Data on Child . . . . .	.40
Part III. Data on Birth Parents . . . . .	.50
Part IV. Data on Natural and Adopting Parents . . . . .	.60
Part V. Data on Adopting Parent(s) . . . . .	.70
Form AD 42R . . . . .	.90
Individual Case Report - Independent Adoptions (Form AD 42I) . . . . .	26-653
Content and Purpose . . . . .	.01
Due Date and Transmittal . . . . .	.02
General Instructions . . . . .	.10
Part I. Case Action . . . . .	.20
Part II. Data on Child . . . . .	.30
Part III. Data on Legal/Birth Parent(s) . . . . .	.40
Part IV. Data on Legal/Birth Parent(s) and Petitioner(s) . . . . .	.50
Part V. Data on Petitioner(s) . . . . .	.60
Form AD 42I . . . . .	.90
Reports on Licensing . . . . .	26-700
Licensing of Facilities for Children Monthly Statistical Report (Form LIC 181) . . . . .	26-712
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Form LIC 181 . . . . .	.90

---

**STATISTICAL REPORTS  
TABLE OF CONTENTS**

---

**Handbook**

**TABLE OF CONTENTS (Continued)**

	<b>Section</b>
Family Homes Certified by Licensed Foster Family Agencies	
Semi-Annual Statistical Report (Form LIC 182) . . . . .	26-714
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Definitions . . . . .	.05
Instructions . . . . .	.10
Form LIC 182 . . . . .	.90
Miscellaneous Reports . . . . .	26-800
Education Consolidation and Improvement Act of 1981 -	
Summary and Supporting Case Listings . . . . .	26-851
Content . . . . .	.01
Purpose . . . . .	.02
Distribution . . . . .	.03
Due Date . . . . .	.04
Instructions . . . . .	.10
Forms CA 802, CA 803, and CA 1015 . . . . .	.90
Appendix . . . . .	26-900
Introduction . . . . .	26-910
Rules for Rounding and Forcing Percentages . . . . .	26-920



---

**STATISTICAL REPORTS****Handbook****INTRODUCTION****26-001**

---

**26-001 INTRODUCTION****26-001**

The Manual of Policies and Procedures - Statistical Reports specifies the minimum basic information local agencies must report on welfare programs for which the State Department of Social Services has responsibility. The authority for these regulations rests in law contained in the Welfare and Institutions Code.

It is to the mutual advantage of federal, state and local agencies that the various statistical and research reports be tailored to meet in the most advantageous way the information needs of all agencies. The Department has sought to establish procedures designed to increase the ability of public welfare agencies to meet new demands for information flexibility and efficiency. The development of details of report forms and instructions relative to completion are jointly handled by department staff with the consultation and assistance of technical committees representing the reporting agencies.

**26-010 RESPONSIBILITY FOR REPORTING****26-010**

County welfare departments and any other agencies or persons subject to the regulations of the State Department of Social Services pursuant to Welfare and Institutions Codes 10809, 10852 and 10853 shall maintain records and submit statistical reports as prescribed by Regulations (26-020) of the department. The regulations prescribe the reports required. The Statistical Reports Manual (Division 26) contains the specific ongoing statistical reports required by the department, forms and instructions for their preparation and submittal, and general information pertinent to statistical reporting.

**26-020 REPORTING REQUIREMENTS****26-020**

Required reports are of the following types:

- Administration and Operations Reports
- Adoption Program Reports
- Caseload/Caseload Movement and Expenditures Reports
- Case-specific Foster Care Information System Reports
- Child Support Activities Report
- Education Consolidation and Improvement Act of 1981 Reports
- Greater Avenues for Independence (GAIN) Reports
- Licensing Reports
- Processing Applications Report
- Reasons for Denials and Other Nonapprovals of Applications Report
- Reasons for Discontinuance Reports
- Recipient and Staff Ethnic Origin and Language Skills Reports
- Recipient Characteristics Surveys
- Recipient Fraud Report
- Recipients of Social Services and Costs Reports
- Reports of Staff Development, Training and Educational Leave of Absence
- Reports required by court order
- WIN Report



The contents of the manual can be viewed as having three types of information:

- a. General reporting requirements
- b. Instructions for completing individual reports
- c. Resources to assist in the use of the manual.

**General Reporting Requirements** are contained in the provisions of the Welfare and Institutions Code (Sections 10852 and 10853), the regulations of the Director (Sections 26-010 and 26-020), the handbook chapter on General Provisions and the introductory sections of each handbook chapter (i.e., public assistance (Sections 26-200 to 26-299), Food Stamp Program (Sections 26-300 and 26-399, etc.)). These sections of the manual spell out the things the reporting agency must do in the way of establishing procedure for reporting, and are therefore of primary concern to the reporting agency administrator and the staff assigned responsibility for supervising the research and statistical reporting activities in the agency.

**Instructions** for completing individual reports always contain these things: (a) an introduction which describes the content, purpose, distribution of reported information, and the due date of the reports; (b) a set of narrative instructions for each report form; and (c) a copy of the report form itself.

In using the manual, consider the report form as part of the instructions. It is partially self-instructing; that is, there will be narrative instructions when the information to be included cannot be made clear from the form itself. Instructions do not, in general, repeat those given in preceding sections. This reduces duplication and keeps the instructions brief so that it will be easier for staff to **use** the information, a practice which is essential to the collection of comparable research and statistical data from several agencies.

**Resources** designed to assist in the use of the manual are:

1. **Table of Contents** - Outline of the entire manual.
2. **Appendix** - Contains special instructions, guides and worksheets which cannot conveniently be covered elsewhere in the manual.



---

STATISTICAL REPORTS

26-035 (Cont.)

CONTENTS AND USE OF THE MANUAL

Handbook

26-035 STANDARD FORMAT FOR STATISTICAL REPORTS MANUAL  
OF POLICIES AND PROCEDURES (Continued)

26-035

---

CALIFORNIA-DSS-MANUAL-SR

MANUAL LETTER NO. SR-89-01

Issued 12/1/89

**26-040 METHODS OF COLLECTING INFORMATION** **26-040**

The provisions of this Handbook apply to those reports which are the responsibility of Statistical Services, State Department of Social Services (SDSS).

The chief methods of collecting information required by the Department on a continuing basis are through (1) **summary** reports, which provide for collection of statistical data on caseloads and on expenditures at regular intervals, and (2) **case** reports, which provide for collection of information on individual cases.

Information needed by the Department for special administrative purposes, but not regularly required in summary and case reports, is obtained by **special surveys**. Before becoming effective, these surveys may be reviewed with agencies representative of those who will be asked to participate in the survey.

**26-050 PUBLICATIONS** **26-050**

Information collected through reports submitted to SDSS is published in (1) Statistical Series Reports, (2) Program Information Series Reports, and (3) in miscellaneous special releases. Some information received by the Department on required statistical reports is forwarded to the U.S. Department of Health and Human Services (DHHS) and will subsequently be included in reports published by that agency.

Reports published in this series in general include data on each county and by program, and are:

**26-050.10 STATISTICAL SERIES REPORTS** **26-050.10**

These reports publish statistical information tabulated on selected caseloads and public welfare activities. Included are activity and expenditure reports, special reports on program activity, fiscal and cost analysis reports.

**AR-1: Public Welfare in California, Annual Statistical Report**

Published annually. Data are presented in tables showing for the fiscal year caseloads, assistance payments, and selected activity with respect to public assistance; also included are reports on the Food Stamp Program and expenditures for administration and subvention of public assistance programs.

---

**STATISTICAL REPORTS**

26-050.10 (Cont.)

**CONTENTS AND USE OF THE MANUAL**

Handbook

26-050.10 STATISTICAL SERIES REPORTS (Continued)

26-050.10

**ADOP-1: Adoptions in California, Relinquishment, Independent, Intercountry**

Published quarterly. Data are presented in tables showing statewide figures describing adoptions activities for children for whom agencies were requested to arrange adoptive placements, applications to adopt a child from adoption agencies, activities in the Independent Adoption Program, and requests for adoption services from other agencies.

Data are also presented describing adoption activities by individual agency including children for whom agencies were requested to arrange adoptive placements, applications to adopt a child from adoption agencies, cooperative placements, and other activities.

Data are also presented in tables describing activities in the Intercountry Adoption Program in California.

**ADOP-2: Relinquishment Adoptions. Selected Statistical Data**

Published annually. Data are presented in tables showing adoption activities by individual agency during the fiscal year for public and private agencies and district offices of the Department of Social Services in the Relinquishment Adoption Program. For selected data items, change from previous year is shown. Both number and percentage figures are shown for each agency.

**PPS-1: Preplacement Preventive Services in California - Quarterly Statistical Report**

Published quarterly. Data are presented in tables showing statewide and county-by-county statistics on families and children referred to counties for child protective services. Both referral activity and caseload activity are include in these presentations.

**PPS-2: Preplacement Preventive Services in California - Annual Statistical Report**

Published annually on a calendar year basis. Data are presented in tables showing statewide and county-by-county statistics on Preplacement Preventive Services referral and caseload activities. Also included are tables presenting percentages of components within an activity.

26-050.10 STATISTICAL SERIES REPORTS (Continued) 26-050.10

LIC-2: Foster Homes Approved for Exclusive Use by Licensed Homefinding Agencies

Published semi-annually. Data are presented in tables showing each licensed homefinding agency, and the number of foster homes approved for the exclusive use of each agency on June 30 and December 31, as well as for the preceding period. The homefinding agencies are arranged by service area of the Community Care Licensing District Offices, and both number and percentages of foster homes is shown.

PA-3: Public Welfare in California, Statistical Summary

Published monthly. Data are presented in tables showing (1) a statewide general summary of recipients and expenditures with comparison of selected data with prior months; and (2) county data by program, including average monthly grant per recipient during the preceding quarter, and selected statistics on applications, caseload movement, recipients and expenditures.

PA-4: Fraud Investigation Report, Statistical Summary

Published quarterly. Data are presented in tables showing county date, by program, on cases accepted, completed types of dispositions, restitution ordered and collected.

26-050.20 RESEARCH SERIES REPORTS 26-050.20

These reports published the results of major program research conducted by the SDSS. Included in the series are (1) reports which summarize detailed characteristics of selected caseloads, (2) reports which contain findings of general studies conducted at regular intervals, and (3) reports which contain findings of special studies on subject matter of concern at a point in time. Future reports of this nature will be published as Program Information Series Reports.

Reports which have been published in this series (date of release in bold print):

**Report No.**

1. Social Characteristics, Relinquishment Adoptions, 1954. **May 1956**
2. Currency of Public Assistance Reinvestigations, July 1954 - December 1955. **June 1956**



---

**STATISTICAL REPORTS**

26-050.20 (Cont.)

**CONTENTS AND USE OF THE MANUAL****Handbook**

---

26-050.20 RESEARCH SERIES REPORTS (Continued) 26-050.20

3. Selected Characteristics, Aid to Needy Children Families and Children in California, March 1956. **August 1956**
4. Survey of Interest in Professional Social Work Training. A summary of Findings. **October 1956**
5. Survey of Aged Persons Living in Boarding Homes and Institutions Licensed by the SDSW, April 1954. **January 1957**
6. Significant Facts about OAS Recipients, June 1956. **February 1957**
7. Significant Facts about ANB Recipients, September 1954. **February 1957**
8. Comparison of Adoptions by Relatives and Nonrelatives, Independent Adoptions 1954. **September 1957**
9. Characteristics of ATD Recipients, March 1958. **June 1958**
10. Recipients of OAS in Public Medical Institutions, September 1956. **July 1958**
11. Facts About Fathers in the ANC Program, September 1956. **January 1959**
12. Characteristics of Applicants of ATD for March - October 1958. **January 1960**
13. The Stepfather in the Aid to Needy Children Family, March 1960. **March 1961**
14. Public Assistance Medical Care Services for Old Age Security Recipients, November 1957 - April 1958. **April 1960**
15. Public Assistance Medical Care Services for Aid to Needy Blind Recipients, November 1957 - April 1958. **August 1960**
16. Public Assistance Medical Care Services for Aid to Needy Children Recipients, November 1957 - April 1958. **September 1960**
17. Social and Economic Characteristics of Aid to Needy Children Families, March 1960. **June 1961**
18. Characteristics of Recipients of Old Age Security, June 1962. **April 1963**

---

**CALIFORNIA-DSS-MANUAL-SR****MANUAL LETTER NO. SR-89-01****Issued 12/1/89**

26-050.20 RESEARCH SERIES REPORTS (Continued) 26-050.20

19. Characteristics of Recipients of Aid to Blind, August 1962. **July 1963**
20. Characteristics of Recipients of Aid to Needy Children, July 1962. **July 1963**
21. Characteristics of Recipients of Aid to Needy Disabled, August 1962. **August 1963**
22. Placements by California Adoption Agencies - 1962 - **December 1964**
23. Independent Adoptions in California - 1962 - **April 1965**
24. A Comparison of Placements by California Adoptions Agencies - 1967 and 1964 Calendar Years. **December 1969**
25. Independent Adoptions in California - A comparison of Adoptions by Relatives and Nonrelatives - 1967 - **October 1969**
26. Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During June 1968 - **October 1969**
27. Social and Economic Characteristics of Recipients, Adult Aid Cash Grant Programs - November 1967 - **March 1970**
28. Social and Economic Characteristics of Certified Persons, Adult Aid Medical Assistance Only Programs -July 1967 - **April 1970**
29. Social and Economic Characteristics of Recipients of Aid to the Blind -November 1967 - **April 1970**
30. Aid to Families with Dependent Children Unemployed Parent Cases - A Study of Two Groups of Unemployed Fathers, December 1969 - **July 1970**
31. Social and Economic Characteristics of Recipients of Old Age Security, November 1967 - **July 1970**
32. Social and Economic Characteristics of Disabled Persons - Medical Assistance Only, July 1967 - **July 1970**
33. Relinquishment Adoptions in California - 1969, **August 1970**

**26-050.30 RESEARCH AND STATISTICS NOTES**    **26-050.30**

**Previous Issues:**

1. Comparison of California's Low-Income Group to the General Population and to the Welfare Population, 1960 - 1966. R&S Note No. 1 - 1967
2. The Incidence of Illegitimacy Among Children Receiving AFDC. Selected Years, 1960 - 1967. R&S Note No. 2 - 1967
3. The Effect on Welfare Costs of Extending Unemployment Insurance to Cover Agriculture Workers. R&S Note No. 3 - 1967
4. Primary Impairment of ATD Recipients by Age. R&S Note No. 1 - 1970
5. Relationship Between Adult Aid Cash Grant and Medical Assistance Only Caseloads by County, January 1970. R&S Note No. 2 - 1970
6. Staff Training Activity - County Welfare Departments, July 1, 1968 - June 30, 1969. R&S Note No. 3 - 1970
7. Time Study of Application Processing for Aid to the Disabled. R&S Note No. 4 - 1970
8. Report of Staffing for Services. R&S Note No. 5 - 1970

**26-050.40 PROGRAM INFORMATION SERIES REPORTS**    **26-050.40**

These reports publish the results of major program research conducted by Statistical Services. Included in the series are (1) reports which summarize detailed characteristics of selected caseloads, (2) reports which contain findings of general studies conducted at regular intervals, and (3) reports which contain findings of special studies on subject matter of concern at a point in time.

26-050.40 PROGRAM INFORMATION SERIES REPORTS (Continued) 26-050.40

Reports which have been published in this series:

Report No:

- |          |  |
|----------|--|
| 1971 - 1 | Social and Economic Characteristics of Recipients of Aid to the Disabled, September 1970.                                    |
| 1972 - 1 | Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid, December 1970.      |
| 1972 - 2 | Social and Economic Characteristics of Recipients of Old Age Security, September 1970.                                       |
| 1972 - 3 | Social and Economic Characteristics of Recipients of Aid to the Blind, September 1970.                                       |
| 1972 - 4 | Social Services Received by Adult Aid Recipients, September 1970.  |
| 1973 - 1 | Statistical Report on Specialized Child Protective Services, January - March 1972.   |
| 1973 - 2 | Reasons for Discontinuances in Public Assistance Cases, January -June 1972.  |
| 1973 - 3 | Statistical Report on Specialized Child Protective Services, January - December 1972.  |
| 1974 - 1 | Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid, January 1973.       |
| 1975 -   | 1974 Food Stamp Characteristics Survey.  |
| 1976 -   | Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid, May 1975.           |
| 1976 - 1 | Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1975. |
| 1976 - 2 | Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During January 1976. |
| 1977 - 1 | Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During April 1976.   |
-

STATISTICAL REPORTS		
26-050.40 (Cont.)	CONTENTS AND USE OF THE MANUAL	Handbook
26-050.40	PROGRAM INFORMATION SERIES REPORTS (Continued)	26-050.40
1977 - 2	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During July 1976.	
1977 - 3	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1976.	
1978 - 1	Non-Assistance Food Stamp Program - 1977 Recipient Characteristics Survey.	
1978 - 2	Aid to Families with Dependent Children - July 1977 Discontinuance Study.	
1978 - 4	Aid to Families with Dependent Children - January 1977 Quarterly Recipient Characteristics Survey.	
1978 - 5	In-Home Supportive Services - March 1978 Survey - Selected Characteristics and Supplement.	
1979 - 1	Aid to Families with Dependent Children - September 1977 Boarding Homes and Institutions Characteristics Survey.	
1979 - 3	Title XX Social Services - Selected Characteristics - November 1978 Survey.	
1979 - 5	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During March 1977.	
1979 - 6	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During July 1977.	
1980 - 1	Child Protective Services - Selected Characteristics -September 1979 Survey.	
1980 - 2	Foster Care Services - Selected Characteristics - October 1979 Survey.	
1980 - 3	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1979.	
1980 - 4	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1977.	
1980 - 5	In-Home Supportive Services April 1980.	

26-050.40	PROGRAM INFORMATION SERIES REPORTS (Continued)	26-050.40
1980 - 6	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During April 1980.	
1981 - 1	Relinquishment Adoptions in California January - December 1979.	
1981 - 2	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During July 1979.	
1981 - 3	Aid to Families with Dependent Children - OVERPAYMENT SURVEY -Social and Economic Characteristics of Families Receiving Aid Who Had An Overpayment Grant Adjustment During November 1980.	
1981 - 4	Foster Care Maintenance Payments and Services July 1980.	
1982 - 1	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During July 1980.	
1982 - 2	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1978 (June 1982).	
1982 - 3	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During January 1981 (July 1982).	
1982 - 4	Food Stamp Certified Eligible Household Characteristics Survey Social and Economic Characteristics of Households Eligible for Food Stamps in April 1981 (August 1982).	
1983 - 1	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During July 1981 (June 1983).	
1984 - 1	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During April 1978 (February 1984).	
1984 - 2	Characteristics of Relinquishment - Adoptions in California July 1980 - June 1981.	
1984 - 3	Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1981 (March 1984).	

26-050.40    PROGRAM INFORMATION SERIES REPORTS (Continued)                      26-050.40

- 1984 - 4    Food Stamp Certified Eligible Household Characteristics Survey -Social and Economic Characteristics of Households Eligible for Food Stamps in November 1982 (July 1984).
  
- 1984 - 5    Characteristics of Relinquishment - Adoptions in California July 1981 - June 1982 (June 1984).
  
- 1984 - 6    Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During October 1982 (September 1984).  
(Number not shown on report)
  
- 1984 - 7    In-Home Supportive Services - Characteristics Survey Study -Study Month of March 1982 (October 1984).
  
- 1985 - 1    Dependent Adult/Elder Abuse - Characteristics Survey - Study Month of July 1984 (February 1984).
  
- 1985 - 2    Aid to Families with Dependent Children - Social and Economic Characteristics of Families Receiving Aid During July 1983 (March 1985.)
  
- 1985 - 3    Characteristics of Relinquishment Adoptions in California
  
- 1986 - 1    Preplacement Preventive Services Characteristics Survey
  
- 1986 - 2    Characteristics of Relinquishment Adoptions
  
- 1986 - 3    Characteristics of Independent Adoptions in California
  
- 1986 - 4    AFDC Characteristics Survey - Study Month July 1984
  
- 1986 - 5    AFDC Characteristics Survey - Study Month October 1984
  
- 1986 - 6    Food Stamp Characteristics Survey - Study Month March 1985
  
- 1987 - 1    AFDC Characteristic Survey - Study Month April 1985
  
- 1987 - 2    AFDC Characteristics Survey - Study Month October 1985
  
- 1987 - 4    AFDC Characteristics Survey - Study Month April 1986
  

---

- 1987 - 5    Refugees Receiving Cash Assistance Characteristics Survey - Study Month August 1986

**26-050.40 PROGRAM INFORMATION SERIES REPORTS (Continued)** **26-050.40**

- 1987 - 6 AFDC Characteristic Survey - Study Month October 1986
- 1988 - 1 Dependent Adult/Elder Abuse Characteristics Survey Study Period February 15, 1987 - March 15, 1987
- 1988 - 2 Characteristics of Independent Adoptions in California - July 1985 - June 1986
- 1988 - 3 Characteristics of Independent Adoptions in California - July 1986 - June 1987
- 1988 - 4 IHSS Characteristics Survey - Study Month April 1987
- 1988 - 5 Characteristics of Relinquishment Adoptions - July 1986 - June 1987
- 1988 - 6 Characteristics of Relinquishment Adoptions - July 1985 - June 1986
- 1989 - 1 AFDC Characteristics Survey - Study Month October 1987
- 1989 - 2 Food Stamp Certified Eligible Household Characteristics Survey - May 1988
- 1989 - 3 Characteristics of Relinquishment Adoptions in California - July 1987 - June 1988
- 1989 - 4 AFDC Characteristics Survey - April 1988
- 1989 - 5 Characteristics of Independent Adoptions - July 1986 - June 1987
- 1989 - 6 AFDC Application Survey - July 1987
- 1989 - 7 AFDC Characteristics Survey - October 1988



26-060 **REPORTING ON INACTIVE PROGRAMS** 26-060

Agencies are required to submit reports, if so specified in Section 26-020, on all programs through which services are available from them even when there is no current caseload or activity. Approval to suspend reporting on inactive programs shall be secured in advance from Statistical Services, SDSS.

26-070 **DELEGATION OF REPORTING RESPONSIBILITY** 26-070

Reporting responsibilities identified in Section 26-020, are assigned agencies in accordance with the regulations of the Director, SDSS, and cannot be delegated.

However, responsible agencies may delegate to another branch of county government or to other public and private organizations the accumulation and processing of data as well as the actual preparation of reports. In making such arrangements, the responsible agency shall:

- a. Arrange to have the other agency supplied with all current instructions and placed on the SDSS mailing list to receive changes and other information relating to the report(s);
- b. Take reasonable measures to assure itself that reports prepared as the result of such arrangements will meet all requirements of SDSS for preparation of the report(s);
- c. Require the other agency to maintain and have available subject to review such records as the SDSS may require.

26-080 **SUBMITTAL PROCEDURES** 26-080

The number of copies and the address to which completed summary and case reports are submitted shall be as specified in the upper right-hand corner of report forms. Forms not containing such directions shall be sent in the number specified in the instructions for the report:

State Department of Social Services  
Statistical Services  
744 P Street, Mail Station 19-81  
Sacramento, CA 95814

If the reporting agency desires confirmation of SDSS receipt of transmitted summary and case reports, two copies of a transmittal letter should be sent, in which event one copy of the transmittal will be returned to the sender to acknowledge receipt of these documents.

26-080.10 TIMELINESS

26-080.10

Submit completed reports by the due date specified in the instructions for each report. Submission of summary reports on a flow basis is preferred over having reports from an agency come in together because it permits more efficient processing by CDSS staff. Reports which cannot be submitted by the due date shall be forwarded without delay as soon as information becomes available. (See exception for Public Assistance Caseload Reports, 26-212.04.) Send one legible draft copy of the report if typing will cause one or more days delay.

26-090 RETENTION PERIOD

26-090

Agencies shall retain file copies of all statistical summary reports, case report transmittal lists, and supporting documents for these reports, for at least three complete years following the date of submission.

**26-200 REPORTS ON PUBLIC ASSISTANCE** **26-200**

**Summary Reports:**

- 26-211 Aid to Families with Dependent Children - Homeless Assistance Program - Monthly Statistical Report (Form CA 237 HA)
- 26-212 Aid to Families with Dependent Children - Caseload Movement and Expenditures Report (Forms CA 237 FG/U, CA 237-FC)
- 26-213 Caseload Movement Report for the Refugee Resettlement Program (RRP) (Form RS 237)
- 26-214 General Relief and Interim Assistance to Applicants for SSI/SSP -Caseload and Expenditure Statistical Report (Form GR 237)
- 26-215 Aid to Families with Dependent Children - Emergency Assistance -Caseload Movement and Expenditures Report (Form CA 237-EA)
- 26-216 Adult Programs - Monthly Statistical Report (Form ABD 216)
- 26-217 Refugee Demonstration Project (RDP) - Cash Grant Caseload Movement Report (Form RS 237 RDP)
- 26-218 AFDC - Family Groups and Unemployed Report on Reasons for Discontinuance of Cash Grant (Form ABCD 253)
- 26-219 AFDC - Family Groups and Unemployed Report on Denials and Other Nonapprovals of Applications for Cash Grant Form (ABCD 255)
- 26-221 Annual Recipient Report on AFDC, Social Services, Nonassistance Food Stamps, and Medi-Cal Only Ethnic Origin and Primary Language (Form ABCD 350)
- 26-223 Refugee Program Report Time-Expired Cases and Persons (Form RS 22A)
- 26-224 Refugee Assistance By Nationality Annual Report (Form RS 238)
- 26-225 Immigration Reform and Control Act of 1986 (IRCA) Monthly Caseload Report (Form IRCA 1)
- 26-227 GAIN Monthly Activity Report (Form GAIN 25)
- 26-228 GAIN Quarterly Characteristics Report (Form GAIN 31)

26-200 REPORTS ON PUBLIC ASSISTANCE (Continued) 26-200

26-229 Work Incentive Demonstration (WIN-Demo) Program GAIN Counties  
Quarterly Statistical Report (Form CA 811A)

26-230 Fraud Investigation Activity Report (Form DPA 266)

26-234 Summary Report on Claims of Good Cause for Refusing to Cooperate in  
Establishing Paternity and Securing Child Support (Form CA 1004)

**Case Reports:**

26-252 Aid to Families with Dependent Children - Quarterly Recipient  
Characteristics Survey (Form CA 1000)

26-253 Special Surveys

26-205 REPORTING PERIOD 26-205

The reporting period for summary reports shall be the calendar month unless approval has been obtained to report on the basis of a work month. The term "report month" used throughout the instructions refers to the reporting period used by the reporting agency.

26-205.10 WORK MONTH 26-205.10

Use of the work month is subject to prior approval of the Statistical Services, SDSS. Its use as a substitute for reporting on the basis of a calendar month is for the purpose of permitting counties to prepare public assistance statistical reports on the basis of the same work period as that used as the basis for fiscal reports.

Approval to report on the basis of the work month reporting period is given when a county submits a written request containing a plan that shows that they will meet, or be in substantial conformity with, each of the following requirements:

1. The work month reporting period shall end no more than five working days before the end of the calendar month and shall coincide with the last day on which it is administratively possible for the welfare department to add or remove a person from any categorical aid payroll (master or supplemental) for the current month.

**26-205.10 WORK MONTH (Continued)** **26-205.10**

2. The same reporting period shall be used (a) for all public assistance programs and (b) for all items in each of the following reports:

- Caseload Movement Reports (RS 237)
- Caseload Movement and Expenditure Reports (CA 237 FG/U, CA 237 FC, CA 237 EA, and GR 237)
- AFDC - Family Groups and Unemployed Report on Reason for Discontinuance of Cash Grant (Form ABCD 253)
- AFDC - Family Groups and Unemployed Report on Denials and Other Nonapprovals of Applications for Cash Grant (Form ABCD 255)

Once reporting has started on a work-month basis, counties shall obtain prior approval if they wish to return to calendar month reporting.

The option of the work month, if selected for the above reports, may be applied to the following report:

Fraud Investigation Activity Report (DPA 266).

**26-211 AID TO FAMILIES WITH DEPENDENT CHILDREN - HOMELESS ASSISTANCE-STATISTICAL REPORT (FORM CA 237-HA)** **26-211**

**26-211.01 CONTENT** **26-211.01**

For the AFDC Homeless Assistance (HA) Program this report provides monthly data on the requests for homeless assistance, the number of requests approved and denied, and the net amount of all HA paid during the report month.

**26-211.02 PURPOSE** **26-211.02**

The purpose of this data is to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities.

**26-211.03 DISTRIBUTION** **26-211.03**

Data in this report is compiled and distributed to the State Legislature, U.S. Department of Health and Human Services, State Department of Social Services Administrators and other administrative staff.

**26-211.04 DUE DATE** **26-211.04**

Report is to be received in Sacramento on or before the eighth working day of the calendar month following the report month. Send report to:

State Department of Social Services  
Statistical Services  
744 P Street, Mail Station 19-81  
Sacramento, CA 95814

When data is unavailable or has not been reconciled, transmit a report by the due date containing all available information. Attach a note indicating when the department can expect to receive the rest of the report. Forward missing figures promptly as soon as possible. A report shall be submitted even if there were no requests for HA in the county for the report month.

---

**STATISTICAL REPORTS****26-211.10****REPORTS - PUBLIC ASSISTANCE****Handbook**

---

**26-211.10 GENERAL INSTRUCTIONS****26-211.10****26-211.20 PART A. REQUEST FOR HOMELESS ASSISTANCE****26-211.20**

Part A summarizes HA request activities during the report month.

1. Pending from prior month - Entry will equal Item 5 of the previous month's report or be explained in a footnote. (It is anticipated that this entry will be very low as most cases will be processed within a very short timeframe.)
2. Received during month - Enter the total number of requests received for HA during the report month.
3. Total on hand for the month - Enter the total number of requests available to process during the report month. (This entry will include any requests pending from the prior month plus those received during the report month.)
4. Disposed of during month - Enter the total number of requests for which an action has been taken at some time during the report month. (This entry will include all approvals and denials for the report month.)
  - 4.a. Enter the total number of approved requests for which there has been benefits issued during the report month for both temporary and permanent shelter.
  - 4.b. Enter the total number of requests for which a denial has been issued for both temporary and permanent shelter.
5. Pending at the end of month - Enter the number of requests carried forward to the next month. (As with Item 1, there is very little activity anticipated with regard to pending requests.)

**26-211.30 PART B. TEMPORARY SHELTER INFORMATION****26-211.30**

6. Total number of days authorized for temporary shelter requests approved during the month. E.G., three requests were approved for one week of temporary shelter each. Therefore the total number of days authorized would be 21.
7. Number of requests granted temporary shelter based on apparent eligibility but subsequently found ineligible during the report month. E.G., a request for temporary shelter is approved because the initial information provided to EW's indicated presumably eligible person. However, after the verification process, information rendering the person ineligible is obtained. Therefore this person would be discontinued.

**26-211.40 PART C. NET EXPENDITURES** **26-211.40**

8. Net expenditures - This part of the report provides for a summary of the net amount of HA aid issued to eligible persons approved for temporary or permanent shelter. The amounts entered in this item should correspond with those reported on the fiscal summary documents.
- 8.a. Temporary shelter case expenditures - Enter the net amount of HA aid issued to persons approved for temporary shelter only.
- 8.b. Permanent shelter case expenditures - Enter the net amount of HA aid issued to persons approved for permanent shelter only.

**26-211.50 PART D. SPECIAL INFORMATION** **26-211.50**

9. Number of requests received from new applicants (versus current recipients) - Enter the total number of requests for shelter (temporary or permanent) during the report month from persons who at the time of the request were not receiving AFDC as opposed to persons requesting shelter who are already receiving AFDC.
10. Number of requests approved for new applicants (versus current recipients) -Of the requests approved during the report month, enter those which represents approved requests from new applicants for both temporary and permanent shelter.

NOTE: THE REMAINING AREA OF PART D IS TO BE USED ONLY UPON THE INSTRUCTIONS FROM THE STATE DEPARTMENT OF SOCIAL SERVICES.

**26-211.90 FORM CA 237 HA** **26-211.90**

Fill in the information requested at the top and bottom of the report form. If there is nothing to report on an item enter "0"; do not leave any items blank. However, if there is nothing to report on any items in PART A, PART B, PART C, or PART D, draw a line across the entire PART - zero entries need not be made in this instance.



FORM CA 237 HA

<p>STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY</p> <p><b>AID TO FAMILIES WITH DEPENDENT CHILDREN — HOMELESS ASSISTANCE PROGRAM MONTHLY STATISTICAL REPORT</b></p>	<p>DEPARTMENT OF SOCIAL SERVICES</p> <p>SEND ONE COPY TO: DEPARTMENT OF SOCIAL SERVICES STATISTICAL SERVICES 744 P STREET, MAIL STATION 19-81 SACRAMENTO, CALIFORNIA 95814</p>																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">COUNTY</td> <td style="width:15%;">COUNTY CODE</td> <td style="width:25%;">STATE USE</td> </tr> <tr> <td>FOR MONTH OF</td> <td>MONTH</td> <td>YEAR</td> </tr> </table>	COUNTY	COUNTY CODE	STATE USE	FOR MONTH OF	MONTH	YEAR																											
COUNTY	COUNTY CODE	STATE USE																															
FOR MONTH OF	MONTH	YEAR																															
<p><b>PART A. REQUESTS FOR HOMELESS ASSISTANCE</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th style="width:15%;">TEMPORARY (1)</th> <th style="width:15%;">PERMANENT (2)</th> <th style="width:10%;">TOTAL (3)</th> </tr> </thead> <tbody> <tr> <td>1. Pending from prior month (Item 5 last month or explain).....</td> <td></td> <td></td> <td>01</td> </tr> <tr> <td>2. Received during month.....</td> <td>02</td> <td>03</td> <td>04</td> </tr> <tr> <td>3. Total on hand for the month.....</td> <td></td> <td></td> <td>05</td> </tr> <tr> <td>4. Disposed of during month (Equals sum of cells 09 + 12).....</td> <td></td> <td></td> <td>06</td> </tr> <tr> <td>    a. Total approved.....</td> <td>07</td> <td>08</td> <td>09</td> </tr> <tr> <td>    b. Total denied.....</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>5. Pending at end of month (Equals Cell 05 — Cell 06).....</td> <td></td> <td></td> <td>13</td> </tr> </tbody> </table>		TEMPORARY (1)	PERMANENT (2)	TOTAL (3)	1. Pending from prior month (Item 5 last month or explain).....			01	2. Received during month.....	02	03	04	3. Total on hand for the month.....			05	4. Disposed of during month (Equals sum of cells 09 + 12).....			06	a. Total approved.....	07	08	09	b. Total denied.....	10	11	12	5. Pending at end of month (Equals Cell 05 — Cell 06).....			13	
	TEMPORARY (1)	PERMANENT (2)	TOTAL (3)																														
1. Pending from prior month (Item 5 last month or explain).....			01																														
2. Received during month.....	02	03	04																														
3. Total on hand for the month.....			05																														
4. Disposed of during month (Equals sum of cells 09 + 12).....			06																														
a. Total approved.....	07	08	09																														
b. Total denied.....	10	11	12																														
5. Pending at end of month (Equals Cell 05 — Cell 06).....			13																														
<p><b>PART B. TEMPORARY SHELTER INFORMATION</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:60%;">6. Total number of days authorized for temporary shelter requests approved during the month (Cell 07).....</td> <td style="width:15%;">14</td> <td style="width:15%;"></td> <td style="width:10%;"></td> </tr> <tr> <td>7. Number of cases granted temporary shelter based on apparent eligibility but subsequently found ineligible.....</td> <td>15</td> <td></td> <td></td> </tr> </tbody> </table>	6. Total number of days authorized for temporary shelter requests approved during the month (Cell 07).....	14			7. Number of cases granted temporary shelter based on apparent eligibility but subsequently found ineligible.....	15																											
6. Total number of days authorized for temporary shelter requests approved during the month (Cell 07).....	14																																
7. Number of cases granted temporary shelter based on apparent eligibility but subsequently found ineligible.....	15																																
<p><b>PART C. NET EXPENDITURES</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:60%;">8. Net expenditures (Equals sum of Cells 17 + 18).....</td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:10%;">16</td> </tr> <tr> <td>    a. Temporary shelter case expenditures.....</td> <td>17</td> <td></td> <td></td> </tr> <tr> <td>    b. Permanent shelter case expenditures.....</td> <td></td> <td>18</td> <td></td> </tr> </tbody> </table>	8. Net expenditures (Equals sum of Cells 17 + 18).....			16	a. Temporary shelter case expenditures.....	17			b. Permanent shelter case expenditures.....		18																						
8. Net expenditures (Equals sum of Cells 17 + 18).....			16																														
a. Temporary shelter case expenditures.....	17																																
b. Permanent shelter case expenditures.....		18																															
<p><b>PART D. SPECIAL INFORMATION</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:60%;">9. Number of requests received from new applicants (Versus current recipients).....</td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:10%;">19</td> </tr> <tr> <td>10. Number of requests approved for new applicants (Versus current recipients).....</td> <td></td> <td></td> <td>20</td> </tr> </tbody> </table>	9. Number of requests received from new applicants (Versus current recipients).....			19	10. Number of requests approved for new applicants (Versus current recipients).....			20																									
9. Number of requests received from new applicants (Versus current recipients).....			19																														
10. Number of requests approved for new applicants (Versus current recipients).....			20																														
<p><i>(To be used only upon instructions from SDSS)</i></p>																																	
<p>REPORT PREPARED BY</p>		<p>TELEPHONE</p>	<p>DATE</p>																														
<p>CA 237 HA (8/89)</p>		<p>(REF: 26-211)</p>																															

**26-212 CASELOAD MOVEMENT AND EXPENDITURES REPORT FOR THE AFDC PROGRAM (FORMS CA 237 FG/U AND CA 237 FC)** **26-212**

**26-212.01 CONTENT** **26-212.01**

For the AFDC Program these reports provide monthly data on the movement of cases, the number of individuals who received a cash grant and the net amount of all cash grant assistance paid during the report month.

**26-212.02 PURPOSE** **26-212.02**

The purpose of this data is (1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and (2) to provide other interested persons and agencies with information on the status and trends of the AFDC Program.

**26-213.03 DISTRIBUTION** **26-212.03**

Data in these reports is compiled and transmitted as California's monthly reports to the Social Security Administration, U.S. Department of Health and Human Services. They are also published monthly and distributed to county welfare departments and other interested agencies and individuals in the statistical summary, "Public Welfare in California."

**26-212.04 DUE DATE** **26-212.04**

Reports are to be received in Sacramento on or before the eighth working day of the calendar month following the report month. Send report to:

State Department of Social Services  
Statistical Services  
744 P Street, Mail Station 19-81  
Sacramento, CA 95814

When data is unavailable, or has not been reconciled, transmit a report by the due date containing all available information. Attach a note indicating when the department can expect to receive the rest of the report. Forward missing figures promptly as soon as possible.

**26-212.10 INSTRUCTIONS**

26-212.10

Submit reports on the form designated for each segment of the program: Form CA 237 FG/U for AFDC-Family Groups and Unemployed; Form CA 237 FC for AFDC - Foster Care (Foster Family Homes and Group Home Placements).

For statistical reporting purposes, the classification of AFDC cases by segment (FG, U or FC) is based on the provisions of the SDSS Manual and Policies and Procedures for Eligibility and Assistance Standards, Divisions 40 through 42: For cases containing more than one Assistance Unit (AU), report the number of AUs.

**26-212.20 PART A. APPLICATIONS FOR AID AND REQUESTS  
FOR RESTORATION**

26-212.20

Part A summarizes intake activity during the report month with respect to applications for aid and requests for restoration as defined in Manual Section 40-103.4.

1. **Pending from last month** - Enter the number of applications pending from previous month. If not the same figure as Item 5 of previous month, explain in footnote. (Place footnote on reverse side of report.)
2. **Received during the month** - Enter the sum of Items 2a and 2b.
  - a. **Applications** - For reporting purposes, a request for aid is considered an application when it has been received and recorded by the county, usually on intake Form CA 1, Application for Public Assistance. Exclude applications received from recipients whose aid is being transferred from another county or intraprogram status changes or interprogram transfers. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications on the appropriate 237 cash grant report form: On Form CA 237 FG/U, Item 2a is divided into applications (1) for AFDC-FG and (2) for AFDC-U.
  - b. **Request for Restoration** - An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration on the appropriate 237 cash grant report form. Exclude requests for restorations received from recipients whose aid is being transferred from another county or intraprogram status changes or interprogram transfers.

---

**STATISTICAL REPORTS****Handbook****REPORTS - PUBLIC ASSISTANCE****26-212.30 (Cont.)**

---

**26-212.20 PART A. APPLICATIONS FOR AID AND REQUESTS  
FOR RESTORATION (Continued)****26-212.20**

3. **Total during the month** - Enter sum of Items 1 and 2.
4. **Disposed of during the month** - Enter sum of Items 4a, 4b, and 4c.
- a. **Approved** - Enter the number of application and restoration requests approved for cash grant on the appropriate cash grant 237 report. On Form CA 237 FG/U, Item 4a is divided into (1) for AFDC-FG or U and (2) for Emergency Assistance - Unemployed Parent. On Form CA 237 FC, Item 4a is divided into (1) for AFDC-FC and (2) for Emergency Assistance -Foster Care.
- Note: Item 4a(1) entries must equal Items 7a plus 7b, Columns 1 and 2 on Form CA 237 FG/U and Items 7a plus 7b on Form CA 237 FC.
- Item 4a(2) entries must be equal to or less than entries reported in Item 2 on Form CA 237EA.  
i.e., (CA 237 FG/U Item 4a(2) (= or <) CA 237 EA Item 2 Column 1)  
(CA 237 FC Item 4a(2) (= or <) CA 237 EA Item 2 Column 2)
- b. **Denied** - Enter number of application and restoration requests denied.
- c. **Other Dispositions (cancellation and withdrawals)** - Enter the number of application and restoration requests cancelled, withdrawn, or otherwise disposed of without approval.
5. **Investigation proceeding at end of month** - Enter number of applications and requests for restoration pending at end of month. Entry will equal the difference between total application and restoration requests during the month and number disposed of, Item 3, less Item 4.

**26-212.30 PART B. CASELOAD****26-212.30**

6. **Cases brought forward from last month** - Entry will equal Item 10 of previous month's report or be explained in a footnote. (Place footnote on reverse side of report.) Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.
7. **Cases added during month** - Enter sum of Items 7a through 7e.

Note: Report an action which falls within the definition of both a restoration and an intraprogram status change in Item 7d and not in Item 7b. In addition, report intercounty transfers in Item 7c and not in Items 7d and not in Item 7b.

- a. **Applications approved** - Enter number of applications approved for cash grant.

---

**CALIFORNIA-SDSS-MANUAL-SR****MANUAL LETTER NO. SR-89-01****Issued 12/1/89****Issue 43**

43

26-212.30    **PART B. CASELOAD** (Continued)                      26-212.30

- b. **Restorations** - Enter number of restoration requests approved. Report an action which falls within the definition of both a restoration and an intraprogram status change in Item 7d and not in Item 7b.
- c. **Transfers from other counties** - Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.
- d. **Interprogram status change** - For Form CA 237 FG/U, enter in Column 1 the number of cases transferred to AFDC-FG (1) by change in aid category from AFDC-U segment, (2) by intraprogram status change from AFDC-MN (medically needy), (3) by intraprogram status change from Emergency Assistance; enter in Column 2 the number of cases transferred to AFDC-U (1) by change in aid category from the AFDC-FG segment, (2) by intraprogram status change from Emergency Assistance.

For Form CA 237 FC, enter the number of intraprogram status changes to AFDC-FC during the report month from (1) AFDC-FG or U segments, (2) from medically needy (AFDC-MN aid category codes 37 and 47) and (3) from Emergency Assistance.

In Item 7d, Form CA 237 FC only, either a count of the number of transfer actions or an unduplicated count of cases may be shown by counties which have difficulty making an unduplicated count of children who make several moves in and out of foster placements during a report month.

- e. **Other approvals** - Enter number of cases approved for reasons other than 7a through 7d, including:
  - (1) To approve aid on appeal cases.
  - (2) To restore aid to cases erroneously denied or discontinued.
  - (3) To restore CA 7 discontinuances where completion of a new application is not deemed necessary.
  - (4) To add to the total number of AUs by splitting an existing AU.
  - (5) To bring into the AFDC-FG or AFDC-U segment those cases transferring from AFDC-FC, and
  - (6) To add interprogram transfers. Include cases transferring back into the AFDC-FG or AFDC-U caseload from RDP (Refugee Demonstration Project effective July 1, 1985) that were originally converted to RDP from AFDC-FG or AFDC-U.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments to Item 6.

26-212.30 PART B. CASELOAD (Continued)

26-212.30

8. **Total cases open during month** - Enter number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of Items 8a and 8b.

Note: Emergency Assistance - Unemployed Parent (EA-UP) and Emergency Assistance - Foster Care (EA-FC) cases, persons and expenditures have been excluded from CA 237 FG/U and CA 237 FC reporting since August 1983. EA-UP and EA-FC caseload are to be reported on Form CA 237 EA; refer to DIV. 26-215.

a. **Cases receiving cash grant** - Form CA 237 FG/U, enter in the appropriate columns the number of cases on the current month's payroll. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

(1) **Children in Item 8a cases** - Enter the number of children reported on the fiscal summary document CA 800 for the current month only excluding counts from previous months (see Source Guide 26-212.90). Include all children in cases in which an amount to meet needs in the report month was paid. Children who are fully abated by child support payments are not to be reported.

When a child is transferred in either direction between cash grant and FC during the month, the persons 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. Payments are reported as claimed, that is, the cash grant amount is reported on the CA 237 FG/U, and FC payment is shown on the CA 237 FC (see Division 25-502).

As an illustration, the movement of a child from FC to Cash Grant during a month is reported as follows (X means that the child is reported in that item):

	CA 237 FC	CA 237 FG/U
6. Brought forward from last month	X	-
7e. Other approvals	-	X
8. Total during month	X	X
8a. Received aid	X	-
8b. Did not receive aid	-	X
9b. Transfers to AFDC-FG/U	X	-
10. Carried forward	-	X

## 26-212.30 PART B. CASELOAD (Continued)

26-212.30

- (2) **Adults in Item 8a cases** - Enter the number of adults reported on the fiscal summary document CA 800 for the current month only excluding counts from previous months (see Source Guide 26-212.90). Do not include adults who are fully abated by child support payments.
- (3) **Total Persons** - Enter sum of Items 8a(1) and 8a(2) on Form CA 237 FG/U (2/85) revision only.

Warrants which are issued are considered as payments received whether actually mailed or not.

b. **Other cases** - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:

- (1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.
- (2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written.
- (3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- (4) Cases which were fully abated by child support payments.
- (5) Cases determined eligible for AFDC-FG or U but whose grant was not paid because it was less than ten dollars (\$10).

On reverse side of Form CA 237 FG/U, footnote the "less than \$10 cases and recipients" as separate items - Family Group and Unemployed for federal reporting purposes (effective July 1982).

9. **Terminated or changed in status during month** - For all programs enter the total number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfer. Terminations include cases in which aid was discontinued and those removed from the program segment for other reasons.

A case is reported in Item 9 when it ceases to be an active case in a program segment, or component because of termination, intercounty transfer, intraprogram status change or interprogram transfers, that is, any move out of any column on the 237 report.

**26-212.30 PART B. CASELOAD (Continued) 26-212.30**

For AFDC-FG and U (CA 237 FG/U), include cases discontinued from a given segment by reasons of transfer to another segment, for example, AFDC-FG to AFDC-U or AFDC-FC. Include cases (AUs) terminated by merger with other cases.

Note: Item 9 on Form CA 237 FG/U must equal the total cases discontinued on Form ABCD 253.

For AFDC-FC (CA 237 FC), report cases (children) terminated by transfer to other counties, cases transferred to AFDC-FG, cases transferred to AFDC-U and all other terminations.

10. **Cases carried forward to next month** - Enter number of cases carried forward to next month, Item 8 less Item 9.

**26-212.40 PART C. NET EXPENDITURES 26-212.40**

11. **Total net expenditures** - This part of the report provides for a summary of the net amount of aid issued to or on behalf of recipients during the report month, after accounting for cancellations, repayments of aid (such as child support collections), and all adjustments for the current and all prior months. Enter the amounts corresponding with those reported on the fiscal summary documents (800 series - see Source Guide 26-212.90).

**For AFDC-FG/U (CA 237 FG/U):**

Item 11 should not include County Supplemental aid effective February 1985 report month.

Child Support Collections - Enter the amount of child support collections (line B3, Form CS 800) which is applied to total monthly expenditures in obtaining net expenditures.

Item 11a. (3), Columns (1) and (2), are for State Use only - leave blank.

**For AFDC-FC (CA 237 FC):**

Child Support collections are not to be deducted from the amounts reported in Item 11a (Foster Family Homes) or Item 11b (Group Homes Placements). However, report total FC child support collections identified as to whether the collections are applicable to Federal or Non-Federal children. The total child support collections are to be applied to total FC payments to obtain total net expenditures (Item 11). Item 11 should equal the net amounts reported in Items 11a and 11b minus total Federal/Non-Federal child support collection (see Source Guide 26-212.90).



26-212.50 PART D. SPECIAL INFORMATION

26-212.50

For AFDC-FG/U (Form CA 237 FG/U):

## 12. Number of requests determined ineligible during the month -

**Intraprogram status change** - Enter the number of requests for an intraprogram status change from AFDC-FC and AFDC-MN (aid category codes 37 and 47) to AFDC-FG/U which an eligibility determination found was not appropriate.

**Intercounty transfer** - Enter the number of AFDC-FG/U requests for an intercounty transfer which an eligibility determination found to be ineligible (see EAS 40-187 through 40-197) and the reporting county did not accept responsibility for payment of aid.

## 13. Number of overdue reinvestigations at end of month - Enter the total number of AFDC-FG and AFDC-U cash grant cases in which a reinvestigation is overdue as of the end of the report month. Item 13a is for State Use only. Leave blank.

For AFDC-FC (Form CA 237 FC):

## 12 and 13. AFDC-FC children in foster homes or group home placements - These items report the number and location of AFDC-FC children with and without federal participation, Columns 1 and 2; the number of families represented by federal participation children, Column 3; and the net amount of aid issued to or on behalf of federal participation children during the report month, after accounting for cancellations, repayments of aid (excepting child support collections), and all adjustments for the current and all prior months, Column 4. (See Source Guide 26-212.90.)

Avoid duplicate counts of children by observing the following rules:

- (a) If a child is moved from AFDC-FG or U to AFDC-FC or vice versa, and both AFDC-FG/U and AFDC-FC payments are made for the same month, the person count is shown with the payment covering the living arrangement as of the first month. (See Division 25-502.)
- (b) Children in federal AFDC-FC and nonfederal AFDC-FC. Report as claimed fiscally.
- (c) Children in both foster family care and group home care. Report as group home placements, in Item 13.

26-212.50 PART D. SPECIAL INFORMATION (Continued) 26-212.50

(d) Families (Column 3) with one or more children in foster family homes (with federal participation) and one or more children in group home placement. Report such families in both Item 12 and Item 13, but footnote Column 3 as, for example \*12 families are reported in both Item 12 and 13.

14. Number of requests determined ineligible during the month -

**Intraprogram status change** - Enter the number of requests for an intraprogram status change from AFDC-FG/U and AFDC-MN (aid category codes 37 and 47) to AFDC-FC which an eligibility determination found were not appropriate.

**Intercounty transfer** - Enter the number of AFDC-FC requests for an intercounty transfer which an eligibility determination found to be ineligible (see EAS 40-187 through 40-197) and the reporting county did not accept responsibility for payment of aid.

15. **Overdue reinvestigations at end of month** - Enter the number of AFDC-FC cases on which a reinvestigation is overdue as of the end of the report month.

26-212.60 PART E. QUARTERLY INFORMATION ON THE PROCESSING OF APPLICATIONS 26-212.60

For AFDC-FG/U (Form CA 237 FG/U):

Note: Items 14 through 15, Column 1, must agree with the sum of the corresponding items in PART A for the three monthly reports of the quarter.

14. **Time elapsed from date of application or request for restoration** (Report Quarterly Only - March, June, September, December)

Note: To comply with Federal regulations, the total processing time of an application or request for restoration is defined as the time, in terms of the number of days, from the date of application to the issuance of aid, notice of denial of aid, cancellation, withdrawal, or other disposition. Specifically the disposition date is considered to be the day the aid warrant or notice of action is mailed to the applicant.

a. **Pending from prior quarter** - Enter the number of applications and requests for restoration pending from prior quarter. This number should be the same as the number pending at the end of the previous quarter. If not, explain in footnote.

26-212.60    **PART E. QUARTERLY INFORMATION ON THE PROCESSING OF APPLICATIONS (Continued)**                      26-212.60

- b. **Received during quarter** - Enter the number of applications and requests for restoration received during the period covered. This number should equal Item 2 in Part A on Form CA 237 FG/U for the report quarter.
  
- c. **Disposed of during quarter** - Enter the number of cases in final disposition determined during the quarter distributed by elapsed processing time. This number should be the sum of Items 14c(1), 14c(2) and 14c(3), and also equal the sum of Item 4 in Part A on Form CA 237 FG/U for report quarter.
  - (1) **Approved** - Enter the number of applications and requests for restoration approved for cash grant during the quarter distributed by elapsed processing time. The number should equal Item 4a (Part A) as well as the sum of Items 7a plus 7b, Columns 1 and 2 in Part B of Form CA 237 FG/U for the report quarter.
  
  - (2) **Denied** - Enter the number of applications and requests for restorations denied during the quarter distributed by elapsed processing time. The number should equal Item 4b in Part A on Form CA 237 FG/U for the report quarter, and also equal the total denials of cash grant (Part A) FG column plus U column on Form ABCD 255 for the report quarter.
  
  - (3) **Otherwise disposed of** - Enter the number of applications and requests for restoration cancelled, withdrawn or otherwise disposed of without approval. The number should equal Item 4c in Part A of Form CA 237 FG/U for the report quarter, and also equal the total application withdrawn (Part B) Item 11, FG column plus U column on Form ABCD 255 for the report quarter.
  
- 15. **Applications and requests for restoration pending at end of quarter** - Enter the number of applications and requests for restoration pending at the end of the report quarter and also distribute by elapsed time between the date of application and the last day of the report quarter. The number should equal Item 5 (Part A) on Form CA 237 FG/U for the quarter month.

26-212.70    **PART F. TO BE USED ONLY ON INSTRUCTIONS FROM THE DEPARTMENT OF SOCIAL SERVICES**                      26-212.70

For AFDC-FG/U (Form CA 237 FG/U):

This section is to be used for required and voluntary footnotes.

**26-212.90 FORMS AND SOURCE GUIDES (CA 237 FG/U AND CA 237 FC) 26-212.90**

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on an item enter "0"; do not leave any items blank.

Opposite each report form in the manual is the Source Guide for that program. The purpose of the guide is to indicate the specific place on SDSS fiscal documents where data required for the statistical reports can be found.

FORM CA 237 FG/U

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY  
DEPARTMENT OF SOCIAL SERVICES

Send One Copy To:  
DEPARTMENT OF SOCIAL SERVICES  
STATISTICAL SERVICES  
744 P STREET, MAIL STATION 19-81  
SACRAMENTO, CALIFORNIA 95814

**AID TO FAMILIES WITH DEPENDENT CHILDREN --  
CASH GRANT CASELOAD MOVEMENT AND  
EXPENDITURES REPORT**

	STATE USE	COUNTY		
	1	FOR MONTH ENDING		YEAR
		MONTH	YEAR	
<b>PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION</b>	(1)	(2)		
1. Pending from last month (Item 5 last month, or explain) .....				
2. Received during the month (Sum of a and b, below) .....				
a. Applications (Sum of (1) and (2)) .....				
(1) For AFDC-FG .....				
(2) For AFDC-U .....				
b. Requests for restoration .....				
3. Total during the month (Sum of 1 and 2) .....				
4. Disposed of during month (Sum of a, b, and c, below) .....				
a. Approved (Sum of (1) and (2)) .....				
(1) For AFDC-FG or U (Same as sum of 7a and 7b) .....				
(2) For Emergency Assistance-Unemployed Parent (Do not include in 7a or 7b) .....				
b. Denied .....				
c. Other dispositions (Cancellations and withdrawals) .....				
5. Investigation proceeding at end of month (3 minus 4) .....				
<b>PART B. CASELOAD</b>	AFDC-FG (1)	AFDC-U (2)		
6. Cases brought forward from last month (Item 10 last month or explain) .....				
7. Cases added during month (Sum of a through e below) .....				
a. Applications approved .....				
b. Restorations .....				
c. Transfers from other counties .....				
d. Intraprogram status change .....				
(1) from FG or U segment .....				
(2) from medically needy .....				
(3) from Emergency Assistance .....				
e. Other approvals .....				
8. Total cases open during month (Sum of 6 and 7, above; also a plus b, below) .....				
a. Cases receiving cash grant .....				
(1) Children in Item 8a cases .....	( )	( )		
(2) Adults in Item 8a cases .....	( )	( )		
(3) Total persons (Sum of (1) and (2) above) .....	( )	( )		
b. Other cases .....				
9. Terminated or changed in status during month .....				
10. Cases carried forward to next month (8 minus 9) .....				
<b>PART C. NET EXPENDITURES</b>	<b>TOTAL (ROUND TO NEAREST DOLLAR)</b>			
11. Total net expenditures (Minus a(1) - a(2) below) .....	\$	\$		
a. Child support collections: (1) FG \$ _____ (2) U \$ _____ (3) _____	\$	\$		

**REVERSE OF FORM CA 237 FG/U**

**PART D. SPECIAL INFORMATION**

	a. INTRAPROGRAM STATUS CHANGE	b. INTERCOUNTY TRANSFER
12. Number of requests determined ineligible during the month .....		
13. Number of overdue reinvestigations at the end of month .....		
a. ....		STATE USE

**PART E. QUARTERLY INFORMATION ON THE PROCESSING OF APPLICATIONS**

NOTE: Items 14. through 15., Column 1, must agree with the sum of the corresponding items in PART A. for the three monthly reports of the quarter.

	NUMBER OF APPLICATIONS (1)	LENGTH OF TIME	
		45 DAYS OR LESS (2)	MORE THAN 45 DAYS (3)
14. Time elapsed from date of application or request for restoration (Report quarterly only-Mar., June, Sept., Dec.) ...			
a. Pending from prior quarter .....			
b. Received during quarter .....			
c. Disposed of during quarter (Sum of (1), (2) & (3), below)			
(1) Approved .....			
(2) Denied .....			
(3) Otherwise disposed of (cancellations & withdrawals)			
15. Applications and requests for restoration pending at end of quarter (Sum of 14a + 14b - 14c) .....			

**PART F. TO BE USED ONLY ON INSTRUCTIONS FROM THE DEPARTMENT OF SOCIAL SERVICES**

- 16.
- 17.
- 18.

REPORT PREPARED BY	TELEPHONE ( )	DATE
--------------------	------------------	------

REF MPP-26 212

26-212.90 **FORMS AND SOURCE GUIDES (CA 237 FG/U AND CA 237 FC)** 26-212.90  
(Continued)

**SOURCE GUIDE - FORM CA 237 FG/U**

AID TO FAMILIES WITH DEPENDENT CHILDREN - FG/U CASH GRANT  
CASELOAD MOVEMENT AND EXPENDITURES REPORT  
FORM CA 237 FG/U

Form CA 237 FG/U

Source

Part B. CASELOAD: FAMILY GROUPS, COLUMN 1; UNEMPLOYED, COLUMN 2

8a. Cases receiving cash grant Aid Payroll Document

8a.(1) Children Forms CA 800 (Federal) (7/88), (Column A + B, Children), Lines 1 + 2 minus Line 3, (+/-) Line 5. Plus CA 800 (State Only) (7/88), (Column A, Children), Lines 1 + 2 minus Line 3, (+/-) Line 5.

8a.(2) Adults Forms CA 800 (Federal) (7/88), Columns A + B, Adults), Lines 1 + 2 minus Line 3, (+/-) Line 5. Plus CA 800 (State Only) (7/88), (Column A, Adults), Lines 1 + 2 minus Line 3, (+/-) Line 5.

Part C. NET EXPENDITURES: FAMILY GROUPS, COLUMN 1; UNEMPLOYED, COLUMN 2

11. Total net expenditures Forms CA 800 (Federal) (7/88), Column C, Line 29 (in grand totals) Plus CA 800 (State Only) (7/88), Column B, Line 19. Minus forms CS 800 (7/88), Line B.3. for family group and CS 800 (7/88), Line B.3. for family group and CS 800 (7/88), Line B.3. for unemployed.

11a. Child Support Collections FG/U Form CS 800 (7/88), Item B. Line 3. for family group and unemployed.

26-212.90 **FORMS AND SOURCE GUIDES (CA 237 FG/U AND CA 237 FC)** 26-212.90  
(Continued)

**SOURCE GUIDE - FORM CA 237 FG/U (Continued)**

NOTE: Use the current month's Forms CA 800 (Federal), CA 800 (State Only) Aid Claims and the Aid Payroll documents, and CS 800 Child Support Claim for obtaining expenditure data.

If current month's CS 800 Child Support Claim information is not available, use prior month date.

Form CA 800 (Federal) (7/88): Summary Report of Assistance Expenditures - AFDC  
FG/U

Form CA 800 (State Only) (7/88): Summary Report of Assistance Expenditures  
-AFDC FG/U

Form CS 800 (7/88): Summary Report of Child and Spousal Support Payments FG/U

Aid Payroll Document: Form ABCD 801 or equivalent.



STATISTICAL REPORTS

26-212.90 (Cont.)

REPORTS - PUBLIC ASSISTANCE

Handbook

26-212.90 FORMS AND SOURCE GUIDES (CA 237 FG/U AND CA 237 FC)  
(Continued)

26-212.90

FORM CA 237 FC

<p>STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY</p> <p><b>AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE (FC) CASELOAD MOVEMENT AND EXPENDITURES REPORT</b></p>	<p>Send One Copy To: DEPARTMENT OF SOCIAL SERVICES DEPARTMENT OF SOCIAL SERVICES STATISTICAL SERVICES BRANCH 744 P STREET, MAIL STATION 12-81 SACRAMENTO, CALIFORNIA 95814</p> <p>STATE USE 2</p> <p>COUNTY</p> <p>FOR MONTH ENDING: MONTH / DAY / YEAR</p>																																																																																																				
<p><b>PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">1. Pending from last month (Item 5 last month, or explain) .....</td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> <tr> <td>2. Received during the month (Sum of a and b, below) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. Applications .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. Requests for restoration .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Total during the month (Sum of 1 and 2) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Disposed of during month (Sum of a, b, and c, below) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. Approved (Sum of (1) and (2)) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>        (1) For AFDC-FC (Same as sum of 7a and 7b) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>        (2) For Emergency Assistance-Foster Care (Do not include in 7a or 7b) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. Denied .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    c. Other dispositions (Cancellations and withdrawals) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. Investigation proceeding at end of month (3 minus 4) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		1. Pending from last month (Item 5 last month, or explain) .....					2. Received during the month (Sum of a and b, below) .....					a. Applications .....					b. Requests for restoration .....					3. Total during the month (Sum of 1 and 2) .....					4. Disposed of during month (Sum of a, b, and c, below) .....					a. Approved (Sum of (1) and (2)) .....					(1) For AFDC-FC (Same as sum of 7a and 7b) .....					(2) For Emergency Assistance-Foster Care (Do not include in 7a or 7b) .....					b. Denied .....					c. Other dispositions (Cancellations and withdrawals) .....					5. Investigation proceeding at end of month (3 minus 4) .....																																												
1. Pending from last month (Item 5 last month, or explain) .....																																																																																																					
2. Received during the month (Sum of a and b, below) .....																																																																																																					
a. Applications .....																																																																																																					
b. Requests for restoration .....																																																																																																					
3. Total during the month (Sum of 1 and 2) .....																																																																																																					
4. Disposed of during month (Sum of a, b, and c, below) .....																																																																																																					
a. Approved (Sum of (1) and (2)) .....																																																																																																					
(1) For AFDC-FC (Same as sum of 7a and 7b) .....																																																																																																					
(2) For Emergency Assistance-Foster Care (Do not include in 7a or 7b) .....																																																																																																					
b. Denied .....																																																																																																					
c. Other dispositions (Cancellations and withdrawals) .....																																																																																																					
5. Investigation proceeding at end of month (3 minus 4) .....																																																																																																					
<p><b>PART B. AFDC - FC CASELOAD</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th colspan="4" style="text-align: center;">CHILDREN</th> </tr> </thead> <tbody> <tr> <td>6. Children brought forward from last month (Item 10 last month or explain) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7. Added during month (Sum of a through e) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. Applications approved .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. Restorations .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    c. Transfers from other counties .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    d. Intraprogram status change (1) from FG or U segments .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>        (2) from medically needy .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>        (3) from Emergency Assistance .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    e. Other approvals .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8. Total (Sum of 6 and 7, above; also a and b, below) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. Received AFDC-FC ( _____ families <sup>1/</sup>)         (Same as sum of 12 and 13, Cols. 1 and 2) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. Did not receive AFDC-FC .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9. Terminated during month (Sum of a through c) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. Transfers to other counties .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. Transfers to AFDC-FG/U (Sum of (1) and (2)) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>        (1) From Federal FC status .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>        (2) From Nonfederal FC status .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    c. All other AFDC-FC terminations .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10. Children carried forward to next month (8 minus 9) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			CHILDREN				6. Children brought forward from last month (Item 10 last month or explain) .....					7. Added during month (Sum of a through e) .....					a. Applications approved .....					b. Restorations .....					c. Transfers from other counties .....					d. Intraprogram status change (1) from FG or U segments .....					(2) from medically needy .....					(3) from Emergency Assistance .....					e. Other approvals .....					8. Total (Sum of 6 and 7, above; also a and b, below) .....					a. Received AFDC-FC ( _____ families <sup>1/</sup> ) (Same as sum of 12 and 13, Cols. 1 and 2) .....					b. Did not receive AFDC-FC .....					9. Terminated during month (Sum of a through c) .....					a. Transfers to other counties .....					b. Transfers to AFDC-FG/U (Sum of (1) and (2)) .....					(1) From Federal FC status .....					(2) From Nonfederal FC status .....					c. All other AFDC-FC terminations .....					10. Children carried forward to next month (8 minus 9) .....				
	CHILDREN																																																																																																				
6. Children brought forward from last month (Item 10 last month or explain) .....																																																																																																					
7. Added during month (Sum of a through e) .....																																																																																																					
a. Applications approved .....																																																																																																					
b. Restorations .....																																																																																																					
c. Transfers from other counties .....																																																																																																					
d. Intraprogram status change (1) from FG or U segments .....																																																																																																					
(2) from medically needy .....																																																																																																					
(3) from Emergency Assistance .....																																																																																																					
e. Other approvals .....																																																																																																					
8. Total (Sum of 6 and 7, above; also a and b, below) .....																																																																																																					
a. Received AFDC-FC ( _____ families <sup>1/</sup> ) (Same as sum of 12 and 13, Cols. 1 and 2) .....																																																																																																					
b. Did not receive AFDC-FC .....																																																																																																					
9. Terminated during month (Sum of a through c) .....																																																																																																					
a. Transfers to other counties .....																																																																																																					
b. Transfers to AFDC-FG/U (Sum of (1) and (2)) .....																																																																																																					
(1) From Federal FC status .....																																																																																																					
(2) From Nonfederal FC status .....																																																																																																					
c. All other AFDC-FC terminations .....																																																																																																					
10. Children carried forward to next month (8 minus 9) .....																																																																																																					
<p><b>PART C. NET EXPENDITURES</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th colspan="2" style="text-align: center;">TOTAL (Round to nearest dollar)</th> </tr> </thead> <tbody> <tr> <td>11. Total net expenditures for FC (Sum of a + b - c (1) - c (2)) .....</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>    a. Foster family homes .....</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>    b. Group home placements .....</td> <td style="text-align: right;">\$</td> <td>_____</td> </tr> <tr> <td>    c. Child support collections: 1) Federal \$ _____ 2) Nonfederal \$ _____</td> <td></td> <td></td> </tr> </tbody> </table>			TOTAL (Round to nearest dollar)		11. Total net expenditures for FC (Sum of a + b - c (1) - c (2)) .....	\$	_____	a. Foster family homes .....	\$	_____	b. Group home placements .....	\$	_____	c. Child support collections: 1) Federal \$ _____ 2) Nonfederal \$ _____																																																																																							
	TOTAL (Round to nearest dollar)																																																																																																				
11. Total net expenditures for FC (Sum of a + b - c (1) - c (2)) .....	\$	_____																																																																																																			
a. Foster family homes .....	\$	_____																																																																																																			
b. Group home placements .....	\$	_____																																																																																																			
c. Child support collections: 1) Federal \$ _____ 2) Nonfederal \$ _____																																																																																																					
<p><b>PART D. SPECIAL INFORMATION</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:45%;"></th> <th colspan="2" style="text-align: center;">NONFEDERAL AFDC-FC</th> <th colspan="2" style="text-align: center;">AFDC-FC WITH FEDERAL PARTICIPATION</th> </tr> <tr> <th style="text-align: center;">CHILDREN (1)</th> <th style="text-align: center;">CHILDREN (2)</th> <th style="text-align: center;">FAMILIES <sup>2/</sup> (3)</th> <th style="text-align: center;">AMOUNT <sup>3/</sup> (4)</th> </tr> </thead> <tbody> <tr> <td>12. AFDC-FC children in foster family homes .....</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>13. AFDC-FC children in group home placements .....</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>14. Number of requests determined ineligible during the month .....</td> <td></td> <td></td> <td style="text-align: center;">B. INTRAPROGRAM STATUS CHANGE</td> <td style="text-align: center;">D. INTERCOUNTY TRANSFER</td> </tr> <tr> <td>15. Number of overdue reinvestigations at end of month .....</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			NONFEDERAL AFDC-FC		AFDC-FC WITH FEDERAL PARTICIPATION		CHILDREN (1)	CHILDREN (2)	FAMILIES <sup>2/</sup> (3)	AMOUNT <sup>3/</sup> (4)	12. AFDC-FC children in foster family homes .....				\$	13. AFDC-FC children in group home placements .....				\$	14. Number of requests determined ineligible during the month .....			B. INTRAPROGRAM STATUS CHANGE	D. INTERCOUNTY TRANSFER	15. Number of overdue reinvestigations at end of month .....																																																																											
	NONFEDERAL AFDC-FC		AFDC-FC WITH FEDERAL PARTICIPATION																																																																																																		
	CHILDREN (1)	CHILDREN (2)	FAMILIES <sup>2/</sup> (3)	AMOUNT <sup>3/</sup> (4)																																																																																																	
12. AFDC-FC children in foster family homes .....				\$																																																																																																	
13. AFDC-FC children in group home placements .....				\$																																																																																																	
14. Number of requests determined ineligible during the month .....			B. INTRAPROGRAM STATUS CHANGE	D. INTERCOUNTY TRANSFER																																																																																																	
15. Number of overdue reinvestigations at end of month .....																																																																																																					
<p>PERSON TO CONTACT REGARDING THIS REPORT</p> <p>TELEPHONE NUMBER ( )</p> <p>DATE PREPARED</p>																																																																																																					
<p>1/ Number of families represented by the children reported in Item 8a. Complete for the months of March and September only. 2/ Number of families represented by the children reported in Items 12 and 13, Column 2. See instructions for footnoting duplicate families. 3/ Exclude expenditures for nonfederal AFDC-FC children.</p> <p>CA 237 FC (8/84)</p>																																																																																																					

Ref: 26-212

26-212.90 **FORMS AND SOURCE GUIDES (CA 237 FG/U AND CA 237 FC)** 26-212.90  
(Continued)

**SOURCE GUIDE - FORM CA 237 FC**

**AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE  
CASELOAD MOVEMENT AND EXPENDITURES REPORT  
FORM CA 237 FC**

Form CA 237 FC ITEM	Source
<b>Part B. AFDC-FC CASELOAD</b>	
8a. Received AFDC-FC	Forms CA 800 FC (Fed) (10/85), and CA 800A FC (Nonfed) (10/85), Column A, Lines 1 + 2 minus current month's persons in Lines 3, 8 and (+ or -)9.
<b>Part C. NET EXPENDITURES</b>	
11. Total Net Expenditures for FC	Forms CA 800 FC (Fed) (10/85), Column B, Line 17, plus CA 800A FC (Nonfed) (10/85), Column B, Line 15, minus (CS 800) (7/88) Line B3 (Fed and NonFed).
11a. Foster Family Homes	Aid Payroll Document, Total payments for Foster Family Homes.
11b. Group Home Placements	Aid Payroll Document, Total payments for Group Home Placements
11c. Child Support Collections:	
(1) Federal	Form CS 800 (7/88), Item B, Line 3.
(2) Nonfederal	Form CS 800 (7/88), Item B, Line 3.

**26-212.90 FORMS AND SOURCE GUIDES (CA 237 FG/U AND CA 237 FC)**                      **26-212.90**  
(Continued)

**SOURCE GUIDE - FORM CA 237 FC (Continued)**

**Part D. SPECIAL INFORMATION**

- |   |  |
|---|--|
| 12. AFDC-FC Children in Foster Family Homes   | Columns 1 and 2: <u>a/</u> Form ABCD 801 and/or other applicable county, records, current month's children broken out by federal and nonfederal.   |
| 13. AFDC-FC Children in Group Home Placements | Column 3: Aid Payroll Document, Total Families for FC children with federal participation.<br><br>Column 4: Aid Payroll Document, Total payments for FC children with federal participation. |

**NOTE:** Use the current month's Forms CA 800FC (Fed), CA 800A FC (Nonfed) Aid Claims, Aid Payroll document, and Form CS 800 Child Support Claim for obtaining expenditures data.

If current month's CS 800 Child Support Claim information is not available, use prior month data.

- a/ The sum of Items 12 and 13, Columns 1 and 2, must equal Item 8a, Form CA 237 FC.  
Form CA 800 FC (Fed) (10/85): Summary Report of Assistance Expenditures.  
Form CA 800A FC (Nonfed) (10/85): Summary Report of Assistance Expenditures.  
Form CS 800 (7/88): Summary Report of Child and Spousal Support Payments (FC).  
Aid Payroll document: Form ABCD 801 or equivalent.