2. Application

The basic purpose of the application process is to assist the individual in establishing his/her eligibility for aid and services.

2.1 General [EAS 40-101, 40-103.4, 40-105, 40-107, 40-109, 40-117]

2.1.1 Applicant

An “Applicant” is a person who requests aid or a person on whose behalf a request for aid is made. Both parents in a two-parent case are considered applicants.

2.1.2 Right to Apply

Any person has the right to apply for aid, either on his/her own behalf or on behalf of another, subject to the limitations set forth in EAS 40-117. An applicant who appears ineligible must still be allowed to exercise his/her right to complete an application.

2.1.3 SAWS 1

All CalWORKs applicants must complete an “Application for Cash Aid, Food Stamps and/or Medi-Cal/State CMSP” (SAWS 1), and the SAWS 1 Coversheet.

A SAWS 1 and Coversheet are required for all applications and inter-county transfers, restorations, and inter-program transfers from Transitional Medi-Cal (TMC), Aid Code 54 Medi-Cal, or Edwards v. Kizer Medi-Cal to CalWORKs.

2.1.4 Face-to-Face Interview

A face-to-face interview with the applicant is required prior to granting aid. If both parents are in the home, both must be interviewed and both must sign the “Rights, Responsibilities and Other Important Information” (SAWS 2A SAR) and the
“Statement of Facts for Cash Aid, Food Stamps and Medi-Cal/State-Run County Medical Services Program (CMSP)” (SAWS 2) or the appropriate Statement of Facts, CW 8 or CW 8A.

Note:
A home visit may be conducted if the applicant has physical or mental barriers limiting his/her ability to attend a face-to-face interview. The home visit must have prior Supervisor approval.

2.1.5 Relative or Guardian

If the SAWS 2 is completed by a relative or guardian and the applicant is in the home:

• The interview must be with the guardian or relative and also the applicant unless the applicant is unable to participate because of his/her physical or mental condition.

• The EW, through personal contact, must make a determination as to the applicant's ability to participate in the interview.

2.1.6 Immediate Need

If during the intake process an applicant claims to be in an immediate need situation, the EW must review the applicant's circumstances and make an immediate need determination. [Refer to “Immediate Need [EAS 40-129],” page 6-1]

2.2 Informing [EAS 40-107]

The EW is responsible for informing the applicant, guardian or relative of their rights and responsibilities.

2.2.1 Categories of Aid

The EW must inform the applicant of the categories of aid for which the applicant may apply. (The individual may apply for any type of public assistance.)
Note:
Applicants applying for both Cash Aid and Food Stamps must use the joint application form. The EW must explain the rules regarding the eligibility for and the benefits available from both programs to the applicant.

2.2.2 Diversion

The EW must inform all applicants about the option of choosing the short-term Diversion program rather than accepting long-term cash assistance prior to approval of their cash assistance. [Refer to “Diversion Period [EAS 81-215.1; 81-215.43],” page 32-1]

2.2.3 Native TANF Program (NTP)

Whenever a Native American family applies for CalWORKs benefits, the EW must provide the family with the option of choosing between the NTP or CalWORKs benefits.

Note:
Food Stamp and Medi-Cal benefits will continue to be provided by our agency when the NTP family qualifies for them.

2.2.4 Applicant Reporting — 5 Days [MPP 40-105]

The EW must inform the applicant of their responsibility to report all facts and to notify the county within 5 calendar days of any change in any of these facts which affect the correct determination of eligibility and grant.

2.2.5 Responsibility

The EW must inform the applicant of the county and the individual's responsibility for exploring all facts concerning eligibility, needs and income, and the applicant's responsibility for presenting or obtaining records or documents to support the statements.
2.2.6 Semi-Annual Reporting

The EW must inform the applicant of the principles of Semi-Annual Reporting. SAR is based on the concept of establishing Eligibility and Benefits for a future six-month payment period based on some known criteria, such as AU Composition, Property, and Deprivation, while anticipating income levels.

2.2.7 Frozen Eligibility and Benefits

The EW must inform the applicant that once eligibility is established under SAR and the amount of aid is calculated, both (eligibility and amount of benefits) will not change, they will be “frozen” for six (6) months. This is referred to as the payment period.

Exception:
Eligibility and benefits will not change until the next payment period except in certain circumstances.

2.2.8 “Semi-Annual Report” (SAR 7)

The EW must inform the applicant of the requirements for completion of the “Semi-Annual Report” (SAR 7). The SAR 7 is completed only one-time in the 6-month payment period. The “Instructions and Penalties, Semi-Annual Report,” (SAR 7 Addendum) must be issued with each SAR 7.

2.2.9 Mandatory Recipient Mid-Period Reports

The EW must inform the applicant of the Mandatory Recipient Mid-Period Reporting requirements. In addition to the SAR 7 mid-period reporting requirement, CalWORKs recipients are mandated to report the following changes within ten (10) calendar days of the date the change is known to the parent/caretaker/guardian.

The Mandatory Recipient Mid-Period Reporting rule requires recipients to report:

• Anytime the AU’s total income exceeds the Income Reporting Threshold (IRT) for their family size.

• When their address changes.

• When someone in the AU is convicted of a Drug Felony.

• When someone in AU becomes a Fleeing Felon.
• When someone in the AU is in violation of a condition of probation or parole.

### 2.2.10 Voluntary Recipient Mid-Period Reporting

The EW must inform the applicant that they can report other information voluntarily even when it is not their report “month.” The EW must inform the applicant that they do not have to wait until the SAR 7 is due to report changes that occur during the payment period which may potentially increase their benefits. The voluntary mid-period report may be done verbally by telephone, in person, in writing, or using the “Mid-Period Status Report” (SAR 3).

EW’s must advise the applicant that waiting to report changes that have the potential of increasing benefits until the SAR 7 is due, or not verifying within 10 days of request will affect the month they become eligible for an increase in benefits.

The EW must verify the change within ten (10) calendar days when it is determined that an INCREASE is applicable.

Action on Voluntary Mid-Period Reports MUST NOT result in a decrease in benefits in the current payment period. The EW must inform the recipient that anything reported during the six-month period must be reported again on the next SAR 7.

### 2.2.11 County Initiated Mid-Period Actions

The EW must inform the applicant of the changes that will cause the EW to lower or stop benefits during the payment period in which they happen. The following are exceptions to the frozen eligibility and benefits rule. Action must be taken at the end of the month the:

• Adult in the AU reaches the CalWORKs 48-Month time limit;

• AU member is sanctioned;

• AU member is penalized;

• Child reaches the age of 18, and will not graduate from high school before the age of 19; unless they meet the Fry v. Saenz disability criteria [Refer to “Fry v. Saenz,” page 13-2]

• AU member starts getting aid in another AU;

• Eligible child is placed in Foster Care;
2.2.12 Other Mid-Period Actions

The EW must inform the applicant of mid-period changes that will cause the EW to lower or stop benefits during the period in which they happen when:

- The recipient requests verbally or in writing to discontinue an individual or case.
- The EW is informed that the recipient moved out-of-state.
- The EW is informed that the recipient moved out-of-county, initiate ICT process and discontinue at the end of the month the 30 day transfer period expires.
- The EW is informed that someone in the AU dies.

2.2.13 Confidentiality

The EW must inform the applicant of the confidential nature of all information given.

2.2.14 Evidence/Verification

The EW must inform the applicant of the evidence/verification which may be needed to establish eligibility.

2.2.15 Investigation

The EW must inform the applicant that an investigation of the individual's situation may be undertaken with the full knowledge and consent of the applicant and that their signature on the Statement of Facts will authorize those actions.

2.2.16 CHDP

The EW must inform the applicant of the purpose, provision and availability of the Child Health and Disability Prevention (CHDP) Program. Brochures must be given to the applicant which describe the support services (scheduling/transportation) available under CHDP as well as how and where the services are provided.
Note:

The Prenatal Care Guidance Program is available to pregnant women through CHDP. This program focuses on informing, motivating and assisting pregnant women with early and appropriate care. EWs should advise pregnant applicants/recipients of this program and refer them to CHDP for guidance.

2.2.17 Family Planning

The EW must inform the applicant of the availability of Family Planning Services. The “Important Notice to All Recipients” (SC 1255) in the intake packet includes a list of agencies providing these services.

2.2.18 Child Support [EAS 43-106, 107]

The EW must inform the applicant of the responsibility of a parent to support his or her children. The EW must also inform the applicant of the 25% reduction in cash assistance if they fail or refuse to cooperate in the child support enforcement process and the right of the parent or caretaker relative living with the child for whom aid is requested to claim good cause for not cooperating.[Refer to Common-Place Handbook, “Good Cause Determinations [EAS 82-512, 82-514, CCR 50175, 50771.5, 50185],” page 31-13]

The “Notice of Child Support Services Program” (DCSS 0064) and the “California Child Support Information Handbook” (PUB 160) are available to provide this information. Upon the applicant's/recipient's request, information must be provided to the applicant/recipient concerning the amount of child and spousal support paid to the county by the absent parent.

Reminder:

The applicant/recipient who refuses or fails to cooperate in Medi-Cal support enforcement will also be ineligible for Medi-Cal benefits.

2.2.19 Social Security Number

The EW must inform the applicant that as a condition of eligibility they must furnish the Social Security Numbers (SSN) of all persons in the “family”, non-AU members and AU members. [Refer to Common-Place Handbook, “Applicants,” page 4-2.]
2.2.20 Available Income

The EW must inform the applicant of their responsibility to apply for and to take all appropriate steps to obtain specific benefits for which there appears to be potential eligibility.

2.2.21 Quality Control

The EW must inform the applicant of their responsibility to cooperate with Quality Control should the case be selected for review, and that if as a recipient they fail to cooperate, CalWORKs benefits will be discontinued.

2.2.22 Civil Rights

The EW must inform the individual of their Civil Rights. “Your Rights Under California Welfare Program” (PUB 13) is to be provided and explained at each intake and at each redetermination.

2.2.23 Computer Systems

The EW must inform the applicant of the use of computer systems to substantiate the income and resources declared. “Notice of Use of Computer Systems” (SC 1504) explains the Income and Eligibility Verification Systems (IEVS). This must be thoroughly explained to each applicant/recipient.

2.2.24 Disqualification

The EW must inform the applicant of the disqualification penalties for CalWORKs. If an individual applies for or receives CalWORKs but does not report all the facts or gives false information, that individual may be prohibited from receiving CalWORKs, for a specified length of time. [Refer to “Applicant/Agency Responsibility,” page 5-1 for more information.]

2.2.25 State Hearing

The EW must inform the applicant of the right to request a State Hearing in relation to any action or inaction taken by the county.
2.2.26 Work Opportunities

The EW must explain to the applicant the benefits of finding employment when receiving CalWORKs. The EW must also answer any questions the applicant may have about the work incentives, and explain the effect of earned income on their CalWORKs budget computation, including the Applicant Gross Income Test and Recipient Net Income Test.

2.2.27 CalWORKs Employment Services (CWES)

The EW must inform the applicant of the availability of activities and supportive services in the CWES program.

2.2.28 CWES Participation Requirements

The EW must inform all applicants that unless they are exempt, they will be registered with CWES to meet Welfare-To-Work (WTW) requirements. The EW must inform mandatory participants that failure to meet WTW requirements may result in financial sanctions.

[Refer to “CWES Program Requirements [EAS 42-721],” page 56-1]

The EW must also provide the individual with information about:

- Core and Non-Core Employment Service activities,
- The Core requirement, and
- When the Non-Core activities may count toward the Core requirement.

2.2.29 Cal Learn

The EW must inform the applicant of the responsibility of any minor who is pregnant or has a dependent child to participate in the Cal Learn program, to stay in school, or return to school to obtain a high school diploma.

2.2.30 Child Care Programs

The EW must explain to the applicant/recipient that child care benefits are available to recipients who need child care to work or participate in county-approved self-sufficiency activities such as attending education or job training programs.
2.2.31 Third Party Medical Liability

The EW must inform the applicant that as a condition of eligibility, the applicant/recipient must cooperate in identifying and providing information about any third parties who may be liable for medical services for any member of the AU.

2.2.32 Maximum Family Grant (MFG)

The EW must inform the applicant that the Maximum Aid Payment (MAP) is not increased for any child born on or after 9/1/97 if the family has received CalWORKs continuously for ten (10) months prior to the birth of the child.

2.2.33 Minor Parent Residency

The EW must inform the applicant that to receive CalWORKs a minor (under the age of 18), who has never been married and is either pregnant or has a dependent child, will be required to live with his/her senior parent, legal guardian, other adult relative or in a licensed group or maternity home, unless the minor meets a specific exemption criteria.

2.2.34 School Attendance Requirement

The EW must inform the applicant that all school age children (ages 6-17, 18 if applicable) in the AU must be enrolled in and regularly attend school. If the child fails to attend regularly, a penalty may be applied to the AU. [Refer to “School Attendance Requirement [40-105.5],” page 13-6]

2.2.35 Immunization Requirement

The EW must inform the applicant that all children under the age of 6 in the AU must have received age appropriate immunizations, unless exempt. If the parent or aided caretaker relative fails or refuses to verify that all children under the age of 6 in the AU have age appropriate immunizations or are exempt, a penalty may be applied to the AU. [Refer to “Immunization Requirement [40-105.4],” page 13-14 for a complete description of the immunization requirements].

2.2.36 Time Limits

The EW must inform the applicant of:
• The TANF Federal 60-month lifetime limit, and

• The CalWORKs 48-month lifetime limit.

The “CalWORKs 48-Month Time-Limit” (CW 2184) MUST be provided to every CalWORKs applicant at the point of Intake and to every CalWORKs recipient at their annual Redetermination. [Refer to “Time Limits (EAS 42-302),” page 39-1 for a complete discussion of the time limits.]

2.2.37 Voter Registration

The EW must give clients the opportunity to vote by issuing the form, “Would You Like To Register To Vote?” (SC 508) at the time of application, restoration, RRR or when there is a change of address. A “Voter Registration” form must be provided whenever a client chooses to register to vote.

The EW must also:

• Assist clients in completing the Voter Registration form, if help is requested.

• Accept and mail Voter Registration forms to the Registrar of Voters Office WITHIN 3 DAYS IF THE FORMS ARE RETURNED TO THIS AGENCY.

• Not attempt to influence the client’s decision to register to vote or the client’s choice of a political party.

• Not withhold or delay assistance because of voter registration requirements. Public assistance benefits shall not be affected by the applicant’s decision to register, or not to register, to vote.

2.3 SAWS 1 Coversheet

2.3.1 General

The “Application for Cash Aid, Food Stamps, and/or Medi-Cal/State CMSP” (SAWS 1) and Coversheet contains.

• The required informing information from the SAWS 1 and the “Application for Food Stamps - Part 1” (DFA 285-A1) (i.e., Immediate Need, Homeless Assistance and Expedited Services),
• Some medical assistance information,

• Instructions for completing the SAWS 1, and

• A glossary of terms used on both the SAWS 1 and the Coversheet.

2.3.2 Use

The Coversheet must be given to the applicant each time the SAWS 1 is taken.

The Client Service Technician (CST)/EW must check the box in the County Use Only section of the SAWS 1 and enter the date that a copy of the completed SAWS 1 and the Coversheet were given to the applicant.

2.4 SAWS 1

2.4.1 General

The SAWS 1 is attached to the SAWS 1 Coversheet. The carbon copy of the SAWS 1 must be given to all CalWORKs applicants. The signed original MUST BE scanned in the Integrated Document Management (IDM) system.

Questions #1–13 contain the applicant identification information.

Questions #14–18 have the Immediate Need and Expedited Services questions.

Reminder:
Every applicant must be given the opportunity to complete the Immediate Need Section of the SAWS 1. If the applicant indicates homelessness in question #7, a determination of eligibility for Homeless Assistance or Immediate Need must be made in a timely manner.

2.4.2 Use

The SAWS 1 is:

• Used for initial applications for CalWORKs, Public Assistance Food Stamps, Refugee Assistance or Medi-Cal,
• Not required for CalWORKs redeterminations, and

• Not required when an existing AU is split (providing you are not adding any new AU members). The continuing EW will copy the existing SAWS 1 from IDM and scan it into the other AU’s case if appropriate.

2.5 SAWS 2A SAR

2.5.1 General

The “Rights, Responsibilities and Other Important Information” (SAWS 2A SAR) is a generic document with two signature pages. The applicant/recipient must sign both signature pages (copies are not acceptable). The SAWS 2A SAR contains information on:

• Applicant Rights and Responsibilities,

• Work Registration and Training Rules,

• The CalWORKs-U program,

• Food Stamp and Medi-Cal facts,

• Intentional Program Violations,

• Homeless Assistance,

• Maximum Family Grant (MFG),

• Maximum Aid Payments (Employable/Unemployable Amounts), and

• CalWORKs 48-Month Time Limit.

2.5.2 Use

The SAWS 2A SAR is given to the applicant/recipient. A signature page, with the applicant/recipient’s original signature, must be scanned into the Integrated Document Management (IDM) System.
The SAWS 2A SAR must be completed when adding a parent or caretaker/relative. The SAWS 2A SAR must be signed by both parents when both parents are in the home.

The SAWS 2A SAR is not necessary when:

- The parent/caretaker relative has already signed a SAWS 2A SAR with the latest revision date, or
- Adding a child to an existing AU.

2.6 SAWS 2

2.6.1 General

The applicant/recipient must review and sign the “Statement of Facts for Cash Aid, Food Stamps and Medi-Cal/State-Run County Medical Services Program” (CMSP) (SAWS 2) after the data has been entered by the worker during the Interactive Interview.

2.6.2 Rules

The following rules apply when signing the SAWS 2:

- The SAWS 2 must be signed in ink,
- EACH question must be answered, if it is not applicable, they must enter “N/A,”
- It must be signed in the presence of an EW,
- If the applicant/recipient has already signed the form before the interview, the form must be re-signed and re-dated in the presence of an EW,
- When both parents are in the home, the SAWS 2 must be reviewed with both, and both parents must sign and date the SAWS 2, and
- If the applicant/recipient changes original answer, the change and initials must be in ink.
2.6.3 Use

There must be a separate SAWS 2 (original) for each AU.

The SAWS 2 is not designed for recording subsequent changes in circumstances. Recipients are to use the CW 8 or CW 8A for adding a person to the AU. [Refer to “Adding a Person to the AU,” page 4-1.]

A new SAWS 2 is required for all:

- Applications,
- Restorations,

**Exception:**

When there is less than a one month break-in-aid. [Refer to “Restorations With Less than One Month Break-In-Aid,” page 2-29.]

- Redeterminations (RD) for cases with U-deprivation and for cases with earned income to the AU in the month the RD is conducted,
- Incoming Inter-County transfers (ICT),
- Changes from CalWORKs-FG to CalWORKs-U,
- Changes from Transitional Medi-Cal (TMC), MNO, or Edwards v. Kizer Medi-Cal to CalWORKs, and
- Significant change of circumstances which occur that may affect eligibility (i.e., change in caretaker relative: from non-needy to needy).

**Note:**

When the caretaker/relative changes from a needy caretaker to a non-needy caretaker or when there is a change of non-needy caretakers, the EW must determine continuing eligibility for the aided children. The EW may determine that the situation remains the same and that continued eligibility is evident. In this situation, at the face-to-face interview, the EW must secure a “Non-Needy Relative Statement” (SC 345) and “Child/Spousal and Medical Support Notice and Agreement (CW 2.1) if necessary, have the caretaker review, sign and date the SAWS 2A SAR, and document in the Case Comments window in CalWIN, what has occurred.
2.7 Completion of SAWS 2

2.7.1 Parent Caretaker/Relative Rules

The applicant is the parent of the child(ren) if he/she is in the home. The case name is that of the child's natural mother.

When a person other than the parent requests CalWORKs for the child, the name of the applicant on the SAWS 1 and SAWS 2 must be that of the caretaker/relative applicant. When the caretaker/relative is a person other than the parent, the EW must:

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ask how the child happened to reside there.</td>
</tr>
<tr>
<td>IF...</td>
<td>THEN...</td>
</tr>
<tr>
<td>The child is there as a result of a court placement from Santa Clara County,</td>
<td>The EW must follow the procedures in Miller vs. Youakim. [Refer to “Miller v. Youakim,” page 59-35.]</td>
</tr>
<tr>
<td>The child is placed in this home by another county or state,</td>
<td>Contact an EW Supervisor in the Foster Care Bureau immediately, as the other county/state may be able to pay Foster Care Benefits.</td>
</tr>
<tr>
<td>2.</td>
<td>Verify and document clearly the relationship between the caretaker/relative and the child. [Refer to “AU Composition,” page 25-1.]</td>
</tr>
<tr>
<td>3.</td>
<td>Ensure that there is no misuse of CalWORKs funds, exploring the income and resources of the caretaker/relative. No verification is required about this individual's financial situation unless this person is included in the AU as a needy person.</td>
</tr>
<tr>
<td>4.</td>
<td>Complete the “Non-Needy Relative Statement” (SC 345), at intake and whenever a change occurs. (It is not necessary to have this completed at RD unless there is a change in the situation.) A caretaker/relative, with no spouse and/or children of his/her own living in the home, may have CalWORKs linkage if he/she wishes to apply for Medi-Cal on his/her own behalf. [Refer to Medi-Cal Handbook, “AFDC-MN — Overview of Linkage,” page 25-1.]</td>
</tr>
</tbody>
</table>
2.7.2 Restoration

When an individual applies for a restoration of aid, any documentation or verification previously furnished to the EW and in the case file, will not be required again unless:

- The documentation/verification is missing from the case record, and
- The documentation is needed to establish eligibility or grant amount for current or past CalWORKs eligibility.

The EW must review the Integrated Document Management (IDM) System or any existing case file, and prior volumes if necessary, to determine if the required evidence was previously provided.

The EW will not need to examine IDM or the previous case file if it would be unreasonable for the evidence to be in the case if the circumstances for which the verification is needed did not exist during the period the applicant previously received aid. Examples of this include earnings statements, bank verifications, or evidence concerning a person who was not previously in the AU.

2.7.3 Who Must Be Included In The Statement Of Facts (Filing Unit) [EAS 40-118]

If any of the following persons are living in the home, the applicant must include them on the applicable Statement of Facts:

- The applicant child, and
- Children who are siblings or half-siblings of the applicant child or any other child who must be in the Filing Unit, and
- The parents of any child listed above, or
- A pregnant woman in an AU of One, or
- The caretaker relative, stepparent, and second parent of:
  - An SSI/SSP or Foster Care Child when aid is requested, or
  - A child who is sanctioned by Employment Services.

The spouse of persons mandatorily included in the Filing Unit must also be listed on the Statement of Facts.
2.7.4 Optional Persons

Complete information about optional persons must be included on the Statement of Facts when aid is requested for them (e.g., Needy Caretaker). [Refer to “Optional Persons [EAS 82-828],” page 25-21.] If not requesting aid, general information about the optional person must be entered (name, SSN, birthdate, etc.).

2.7.5 Relinquishment

If a child has been relinquished for adoption or parental rights have been terminated but the child has not been adopted, then the biological relatives of the child do not need to be listed on the Statement of Facts, unless they are requesting assistance.

2.7.6 Senior Parent

If there is a senior parent in the household, the information about that unit must be provided on the “Senior Parent(s)/Legal Guardian(s) Statement of Facts” (CW 23) which is available online. [Refer to “Senior Parent/Minor Parent,” page 21-1.]

2.7.7 Sponsor of a Non-Citizen

If there is a sponsored non-citizen, the non-citizen must provide their “Affidavit of Support” (I-864) and the sponsor must provide the required information on the “Sponsor’s Statement of Facts Income and Resources” (CW 22). [Refer to “Sponsored Noncitizen,” page 24-1.]

2.7.8 Refusal to List all Persons

If the applicant refuses to list persons who must be in the Filing Unit or to provide the information required on the CW 22 or CW 23, deny the application.
2.8 Completion of Intake Interview

2.8.1 How to Treat Changes During the Application Period

Any changes reported by the Assistance Unit (AU) while the CWD is still determining eligibility for CalWORKs shall be used to make a final determination of eligibility and grant amount. If changes take place after the legal beginning date of aid, but before the determination of eligibility, and the change results in applicant ineligibility, the CWD shall deny aid. If the changes do not result in ineligibility, but will have an effect on the grant amount, they shall be used to determine the correct grant amount for the AU.

The examples use a Maximum Aid Payment (MAP) of $670 for an AU of three and $800 for an AU of four.

Example 1:
Mary applies for CalWORKs for herself and her two children on June 9th. She is unemployed. Her interview is June 22nd. She informs her worker she was hired on June 20th at a new job and verifies her start date is June 25th. Mary provides verification to her worker that she will be working 20 hours a week at $9.00 an hour, paid weekly. Her first paycheck is expected July 8th. With that information, the worker can reasonably anticipate no monthly income for June and a monthly income of $779 beginning in July using a weekly conversion factor ($9.00 x 20 x 4.33 = $779). Her actual current income of $0 will be used to see if she passes the first applicant financial eligibility test and her reasonably anticipated income from her new job, across the June - November SAR period, will be used to determine the AU's eligibility and grant amount. The CWD will prorate the June grant amount back to the date Mary applied for CalWORKs (June 9th).

Mary has no reasonably anticipated income for the month of June. Mary’s current MAP is prorated beginning June 9th. Aid is granted in the amount of $491 for the month of June.

Example 2:
Same as above, but Mary doesn’t know her start date or how many hours she will be working until after her application is approved. Since the worker cannot reasonably anticipate income from her new job, no income will be used to determine the AU’s eligibility or grant amount. As long as she met her reporting requirements and reported all changes during the application period within five days, the CWD will not assess an overpayment based on her new job or income.
Mary’s current MAP is prorated beginning June 9th. Aid is granted in the amount of $491 for the month of June. She has no reasonably anticipated income for the remaining months of the payment period so aid is granted in the amount of $670 for the months of July through November.

**Example 3:**
John applies for CalWORKs for himself and his two children on August 4th. He has applied for unemployment (UIB) but is not sure of the amount that will be authorized or when he will start receiving payments. At the time of application, his UIB income cannot be reasonably anticipated. Three days after his interview, he receives his first check and reports it to the CWD within five days as required. By the time he reports the income, the application has been approved and he is considered a current recipient. His report will be treated as a mid-period voluntary report and the UIB will not affect the AU’s grant amount until the following SAR period.

John’s current MAP is prorated beginning August 4th. Aid is granted in the amount of $588 for the month of August. Aid is granted in the amount of $670 for the September - January SAR period because John’s UIB cannot be used until the following SAR period.

**Example 4:**
Suzie applies for CalWORKs for herself and her two children on September 1. She works part-time 20 hours a week making $9.00 per hour and has no other household income. Her monthly income is calculated using a weekly conversion factor ($9.00 X 20 X 4.33 = $779). On September 10 she loses her job and reports it to the CWD along with verification of her job loss. The application has not yet been approved, so the CWD uses the information regarding her job loss and reasonably anticipates no income when determining the AU’s eligibility and grant amount for the September - February SAR period.

Aid is granted in the amount of $670 for the months of September through February.

**Example 5:**
Same as above, but when Suzie makes a timely report of her job loss, the application has already been approved on September 5th and the AU’s grant has been calculated. The AU’s first aid payment is issued on September 5th when the application is approved. The report of decreased income due to the job loss is treated like a voluntary mid-period report and the AU’s grant amount will be recalculated based on recipient-period SAR rules. Any supplemental payments will be provided to the AU within ten days.
Example 6:
On September 8 when Steve applies for CalWORKs for himself, his wife and their two children. He is working 30 hours per week. When Steve comes to his scheduled interview on September 21st, he tells the CWD about his job but provides a lay-off notice that verifies he will be laid off as of September 30th. The only basis for deprivation for this family would be unemployed parent deprivation, but because John worked more than 100 hours in the four weeks prior to applying for CalWORKs, John and his family are not eligible for the month of September. However, as of October 28th, he will meet the 100-hour rule for unemployed parent deprivation. The worker pend the application and sends Steve a Notice of Action (NOA), Suspend Application, NA 290, M41-440G, that he is not currently eligible, but his application will be re-examined on October 28. On November 3, the CWD meets with Steve and verifies that no other changes have taken place since he completed his application. He is still unemployed, has not yet been granted UIB, and his current and reasonably anticipated income is zero. The AU’s application is granted for the October - March SAR period with an October 28th beginning date of aid.

Steve’s current MAP is prorated beginning from October 28th. Aid is granted in the amount of $100 for the month of October and $800 for the months of November - March.

Example 7:
James applies for CalWORKs for himself, his wife, and their child on September 8th. He is the principal earner, but has been unemployed for three months. When he goes to his interview on September 26th he reports that he has just received an offer for a full-time job that will start on October 17th with a monthly salary of $1,385. Based on this job offer, he anticipates earning $0 in October as his first payday will begin on November 1st. In November he reasonably anticipates earning a partial month salary of $625. His full monthly salary will begin in December. Since he has not worked more than 100 hours in the four weeks prior to his application date, his family still meets the unemployed parent deprivation requirement. His current income is zero, so his family passes the applicant eligibility test. Next the CWD must determine recipient eligibility and grant amount. The SAR period is September - February and his reasonably anticipated, net, nonexempt monthly income for the upcoming SAR period will be calculated as follows:

James has no reasonably anticipated income for the month of September. James’ current MAP is prorated from September 8th. Aid is granted in the amount of $506 for the month of September.
$670 MAP for three
÷ 30 Days in the month
$ 22 Subtotal
× 23 Number of days in the month James is eligible
$506 Grant amount for September

James has no reasonably anticipated income for the month of October. Aid is granted in the amount of $670 for the month of October.

James’ countable income for the month of November is $200. Aid is granted in the amount of $470.

Determining the Net Non-Exempt Income (NNI) used to determine the November grant amount:
$625 Earned Income
- 225 Unused DBI disregard
$400 Subtotal
÷ 2 EID – 50 percent of the remaining earned income
$200* NNI *The NNI is rounded down to the next whole dollar amount.

Determining the Grant Amount:
$670 MAP for three
- 200 NNI
$470 Grant amount for the month of November

James’ countable income for the months of December - February is $580. Aid is granted in the amount of $90 for the months of December - February.

Determining the NNI used to determine the grant amount for the remaining payment period:
$1,385 Earned Income
- 225 Unused DBI disregard
$1,160 Subtotal
÷ 2 EID – 50 percent of the remaining earned income
580* NNI *The NNI is rounded down to the next whole dollar amount.

Determining the grant amount for the remaining payment period:
$670 MAP for AU of three
- 580 NNI
$ 90 Grant amount for December through February

**Example 8:**
Same as above, but James will be earning $14 an hour and his job will start on October 1st. He anticipates earning $2,424 per month beginning in November. His reasonably anticipated, NNI for the upcoming SAR period is as follows:
James has no reasonably anticipated income for the month of September. James’ current MAP is prorated beginning from September 8th. Aid is granted in the amount of $506 for the month of September.

$670 MAP for three  
\[ \div 30 \text{ Days in the month} \]  
$ 22 Subtotal  
X 23 Number of days in the month James is eligible  
$506 Grant amount for September

James has no reasonably anticipated income for the month of October. Aid is granted in the amount of $670 for the month of October.

James’ countable income for the month of November - February is $1,099. Beginning in November, the family will become financially ineligible for CalWORKs.

James’ reported reasonably anticipated income for November - February is $2,424.

$14.00 Hourly wage  
x 40 Hours worked per week  
$ 560 Subtotal Weekly Income  
X 4.33 Conversion Factor  
$2,424 Monthly Gross Income

Determining the NNI used to determine the grant amount for the remaining payment period:  
$2,424 Earned Income  
- 225 Unused DBI disregard  
$2,199 Subtotal  
\[ \div 2 \text{ EID} – 50 \text{ percent of the remaining earned income} \]  
$1,099* NNI *The NNI is rounded down to the next whole dollar amount.

James is ineligible for CalWORKs beginning November 1st because his NNI exceeds the MAP for an AU of three ($670).

**Example 9:**  
Jane applies for CalWORKs for herself and her child on January 15th. She is unemployed. When she goes to her interview on February 3rd, she reports that her child’s father has moved into the home and is employed full-time. Because Dad hasn’t lived in the home for over two years, Mom is the principal earner, so the AU still has unemployment deprivation. However, Dad’s income makes the AU financially ineligible and the application is denied.
### 2.8.2 Review SAWS 2

The EW must review, item by item, the following with the applicant:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>REMINDER</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPRIVATION</td>
<td>When establishing U-Parent deprivation, the 100-Hour Rule applies to applicants.</td>
<td>[Refer to “Deprivation,” page 11-1] and [Refer to “Definitions [41-440.1],” page 12-1.]</td>
</tr>
<tr>
<td>MARITAL STATUS</td>
<td>If two parents or a parent and stepparent reside in the home, is there a legal marriage? If not married, have the benefits of establishing paternity been explained and appropriate documents signed?</td>
<td>[Refer to Common-Place Handbook, “Stepparents,” page 30-5 and “Voluntary Declaration of Paternity - CalWORKs and Medi-Cal,” page 30-15]</td>
</tr>
<tr>
<td>AGE</td>
<td>What are the ages of the children? Are all school age children (aged 6-17, 18 if applicable) enrolled in and regularly attending school?</td>
<td>[Refer to “Age, School Attendance and Immunization Requirements,” page 13-1.]</td>
</tr>
<tr>
<td>CITIZENSHIP</td>
<td>Are all AU members citizens? If not, has appropriate non-citizen status been determined? Have appropriate documents been viewed and verification on file? Was “SAVE” completed?</td>
<td>[Refer to “Citizenship/Non-Citizenship [EAS 42-430],” page 19-1.]</td>
</tr>
<tr>
<td>RESIDENCE</td>
<td>Are all AU members residents?</td>
<td>[Refer to “Residence,” page 18-1].</td>
</tr>
<tr>
<td>WORK REGISTRATION</td>
<td>Have work referral requirements been met for all AU members?</td>
<td>[Refer to “CalWORKs Employment Services Program,” page 54-1.]</td>
</tr>
<tr>
<td>INCOME</td>
<td>What is the financial status of all AU members?</td>
<td>[Refer to “Financial Eligibility,” page 33-1.]</td>
</tr>
<tr>
<td>PROPERTY</td>
<td>What property does the CalWORKs family have? Is property within limits?</td>
<td>[Refer to “Property Limit [EAS 42-207.2 and 63-1101],” page 14-1] and [Refer to “Availability and Inaccessibility [EAS 42-201, 42-203],” page 14-3.]</td>
</tr>
<tr>
<td>CHDP</td>
<td>Have the CHDP brochure and the CHDP Support Services been explained? On the SAWS 2, p. 12, Social Services.</td>
<td>[Refer to “Application,” page 2-1.]</td>
</tr>
</tbody>
</table>

Enter the appropriate code on the [ELIG] Screen to record the applicant’s request.
2.8.3 **Review SAWS 2A SAR**

When reviewing the SAWS 2A SAR, THOROUGHLY EXPLAIN TO THE APPLICANT THEIR RIGHTS AND RESPONSIBILITIES CONCERNING:

- SAR 7 reporting,
- Ten (10) day notice of action requirements and exceptions,
- Appeals process,
- CalWORKs 48-Month Time Limit,
- Maximum Family Grant (MFG)
- Other related assistance, and
- QC cooperation requirements and sanctions for failure to cooperate.
- WTW requirements and sanctions for failure to cooperate.

Ensure that the applicant understands what is being said.

Review carefully the applicant's rights and responsibilities (R & Rs).

Document on the Case Comments window in CalWIN “R & Rs explained and understood by the client”.

If the applicant appears to need more information, brochures are available for the CalWORKs, Food Stamp and Medi-Cal programs.
2.8.4 Instill Confidence

The applicant should have confidence in the EW.

If the applicant has an urgent problem and the EW does not know the answer, it should be discussed with the supervisor before the applicant leaves the office.

If the answer to the question cannot be obtained before the applicant leaves the office, the individual must be assured that an answer will be obtained and the EW will re-contact that person as soon as possible.

2.8.5 Documentation

Documentation in the “Case Comments” window must reflect the applicant’s situation. Discrepancies must be clarified. Do not assume what is occurring. Determine what is actually happening and then take appropriate action based on the situation.

Regardless of what is occurring, documentation and verification must be in the case record so that the Supervisor, Co-Worker, Quality Control Examiner, State Auditor, IEVS Examiner, Appeals Examiner or anyone who reviews the case is able to accurately determine eligibility and grant level. Documentation is critical for the county to maintain federal and state funding and to avoid claiming penalties.

2.8.6 Case Comments

The following information, NOT FOUND ELSEWHERE IN THE CASE, must be documented in the “Case Comments” window of CalWIN:

• The content of the intake interview,

• Any contacts, either written or by phone, indicating a change or a potential change in the case, (i.e., household composition, income or property change). Explain all the decisions made based on anticipated circumstances where an alternate action could have been taken. For example:

  • Potential income may either be anticipated or ignored for the payment period, depending upon the probability of receipt, i.e., A/P support ignored when A/P has stated he won't pay, or has historically not paid; UIB anticipated after steady employment;

  • Seventeen (17) year-old child is exempted from work registration during the summer because he plans to resume full-time school attendance in the fall;
• Someone is discontinued from the AU effective the first of the following month when they request it in anticipation of her/his leaving the household.

• Any justification for unusual or special actions taken by EW,

• Any information from Social Security including the SSN or any possible benefit information,

• The scheduling of appointments,

• Any additional or questionable information that would be helpful to an EW newly assigned the case.

Reminder:
THE APPLICANT MAY SEE THE “CASE COMMENTS” WINDOW AS PART OF THE CASE RECORD. THIS WINDOW IS USED ONLY TO STATE FACTUAL INFORMATION AND ACTIONS TAKEN OR PROPOSED.

2.9 Fraud Early Detection (FRED)

2.9.1 Definition

Fraud occurs when the applicant knowingly and willfully makes a false statement and/or suppresses or withholds information in order to:

• Receive aid, or

• Prevent a denial of aid, or

• Prevent a reduction in aid.

2.9.2 FRED Referral

FRED is an on-line investigation referral process to the DA - Welfare Fraud Division via the CalWIN Client Referral subsystem. The intake EW makes a referral when:

• A fraud alert appears in the case file,

• The EW suspects fraud affecting eligibility or the amount of benefits received,
The EW is unable to resolve any inconsistency or conflict with an explanation from the applicant, or

Any of the appropriate criteria for a FRED referral is met.

[Refer to Common-Place Handbook, “FRED,” page 38-2, for a complete discussion about FRED.]

2.10 Restorations [EAS 40-125.9]

2.10.1 Definition

A restoration is an application for the same category of aid in the same county by an applicant whose grant has been discontinued for 12 months or less at the time of the current application.

2.10.2 Forms Required

A SAWS 2 is required when:

- Circumstances of the applicant have changed in such a way that it is necessary to redetermine eligibility, (e.g., change in household composition or break-in-aid),
- A redetermination is due, overdue or due in the month following the request for restoration,
- There has been a break-in-aid of MORE than one calendar month.

2.10.3 More than One Month Break-in-Aid

For cases with more than a one calendar month break-in-aid:

- Obtain a new SAWS 2, and
- Prorate the grant amount according to the Beginning Date-of-Aid Rules.
2.11 Restorations With Less than One Month Break-In-Aid

2.11.1 SAWS 2 Requirement

For cases with less than a one calendar month break-in-aid, a new SAWS 2 is required only when:

- Circumstances of the applicant have changed in such a way that it is necessary to redetermine eligibility, (e.g., change in household composition or break-in-aid),

- A redetermination is due, overdue or due in the month following the request for restoration,

Reminder:
A U-parent case that has any break-in-aid must meet the 100 Hour Rule regulations. This AU is considered an applicant AU and must complete a new SAWS 2.

2.11.2 SAR 7 Not received

When the case has been discontinued for failure to submit a complete SAR 7, the intake EW must:

- Make a good cause determination in relation to rescission. This is a requirement of the final Balderas Court settlement. [Refer to “Criteria for Determining Good Cause [EAS 40-181.23],” page 9-26]

- Document the decision and reason in the Maintain Case Comments window of CalWIN.

- Rescind the discontinuance without a break-in-aid when GOOD CAUSE EXISTS.

- If Good Cause does not exist, restore aid to the AU based on the information provided on the complete SAR 7 and prorate benefits from the date the SAR 7 is received.
These restored AUs are considered recipients and therefore not subject to applicant eligibility criteria.

[Refer to "Restoration of Aid," page 9-26.]