13. Adding or Deleting a Person

13.1 Adding a Person

13.1.1 Regulation

If a new household member is reported after the date of application but before aid has been granted, the new household member is included in the household effective the date of the household's application.

Exception:
If a new household member comes into the home in the month following the month of application but before the approval, the new household member is added effective the first of the month following the month of application.

If the report of the new household member occurs subsequent to the application being approved, the new household member is added the first of the following month.

13.2 Change Reporting Households

Add a new member to the household effective the first of the month following the month when the new member was first reported, providing that the new member is eligible and all required forms and verifications are on file.

- If the addition of the new member will result in a decrease in benefits, the new member is added the first of the month after a timely notice of action is sent.
- The EW must send a timely NOA within 10 days of the date the change was reported.
13.2.1 Steps to Add a Person to a Change Reporting Household

Follow these steps when a Change Reporting Household reports someone new in the home.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1.   | Determine whether the new person is a household member. Are they:  
• Related to anyone in the household (parent, child)?  
• Purchasing or preparing meals with other household members?  
• A minor under parental control of a household member?  
  If YES, the new person is a household member. Go to Step 2.  
  If NO, the new person is not a household member. Document this on the Maintain Case Comments window and STOP HERE. |
| 2.   | Determine what forms, if any, are required to add the new member |

**IF THE HOUSEHOLD IS:**  
**THEN:**

| Categorically Eligible (CE) | Use the following forms:  
• CW 8A; or  
• CW 8; or  
• SAWS 2 Plus. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Assistance (NA)</td>
<td>An application form is not required, but any of the forms listed above or a CF 285 may be used.</td>
</tr>
</tbody>
</table>
## Adding or Deleting a Person

### Step 3
Determine eligibility for the new member when the household reported the new member.

- For NA households, this may be done by phone, using the SAR 7, or by appointment with an application. If a new application is not taken, document the new member’s information on, and sign and date, either of the:
  - County Use Section of the last “Application for CalFresh Benefits” (CF 285) on file OR
  - Maintain Case Comments window.
- For CE households, schedule an appointment to review the application forms.
- Review the following eligibility factors for the new member:
  - Citizenship/non-citizenship status
  - Income
  - Resources
  - Voluntary quit and work registration requirements
- Obtain the following for the new member:
  - SSN or MC 194.
  - Income verification, if applicable.
  - Work registration, if applicable.
  - Non-citizenship status verification, if applicable.

### Step 4
If information and verification needed to add the new member is not provided:

- Send a “Verification Checklist” or DFA 387 notice requesting the household to provide the information/verification within 10 days. At the end of the 10-day period, if the requested information/verification is not received, a 10-day NOA must be issued to discontinue the household for Failure to Provide Information.

**EXAMPLE:**
A household send in a note on June 5\(^{th}\) reporting that a new member moved in on May 29\(^{th}\). Some of the verification needed to add the new member is missing. The EW sends a “Verification Checklist” requesting the information on June 7\(^{th}\). If the information is not provided by June 17\(^{th}\), the EW must send a NOA to discontinue the entire household effective June 30\(^{th}\).

### Step 5
If the new member is eligible:

- Prospectively budget the new member’s income and specific deductions (dependent care, excess medical expenses for the elderly/disabled). Send a NOA:
  - By the date of increase if benefits will be increased as a result of adding the new member.
  - Ten days in advance if benefits will be decreased as a result of adding the new member.
Adding or Deleting a Person

Example:
A new member enters the home on January 3. The household calls the EW to report this on January 5. The household is receiving CalFresh only. The new member must be added effective February 1. The EW must send the client a "Request for Information" (DFA 386) listing the required information/verifications and allowing the client 10-days to provide it. If the information/verifications are not received by the due date, the EW must send a 10-day NOA discontinuing the household for failure to provide information. The new member's income and specific deductions for medical and child care expenses are prospectively budgeted.

13.3 Semi-Annual Reporting (SAR) Households
[63-509.44, 63-509.6]

Add a new member to the household effective the first of the month following the month when the new member was first reported, providing that the new member is eligible and all the required forms and verifications are received.

Use the following chart to determine when and how to add a new member to a SAR household:

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>If the new member is ineligible, send a denial NOA.</td>
</tr>
<tr>
<td></td>
<td>If the new member makes the entire household ineligible, send a 10-day NOA to discontinue the household's benefits.</td>
</tr>
</tbody>
</table>
### 13.3.1 Steps to Add a Person to a SAR Household

**VOLUNTARY MID-PERIOD REPORT**

Follow these steps when a SAR household makes a voluntary Mid-Period report that someone new moved into the home.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1.   | Determine whether the new person is a household member. Are they:  
|      | • Related to anyone in the household (parent, child)?  
|      | • Purchasing or preparing meals with other household members?  
|      | • A minor under parental control of a household member?  
|      | If YES, the new person is a household member. Go to Step #2.  
|      | If NO, the new person is not a household member. Document this on the Maintain Case Comments window and STOP HERE. |
| 2.   | Determine whether the new income combined with the new household's current income exceeds the IRT, or uncertain. If Yes, follow the steps below. If NO, go to Step #3.  
|      | • Send a Request for Contact (RFC) form CF 32 requesting all required verification for the new member and their income and document the case record.  
|      | • If the RFC is returned complete and their income is below IRT, add the new member and their income to the household effective the first of the month following the month when the new member was reported.  
|      | • If the household’s income exceeds the IRT for the new household size, the household is ineligible and must be terminated with a 10-day NOA.  
|      | • If information and verification needed to add the new member is not provided or incomplete, discontinue the household for failing to respond to the RFC and issue a CF 377.4 SAR. |
## Adding or Deleting a Person

### Step 3

If the new mandatory member does not have income or their new income does not exceed the IRT,

- Inform the household on the CF 377.6 of the action necessary to add the new member and note such action in the case record.
- If the household responds with all needed verifications, add the new member and their income and adjust benefits effective the following month.
- If the household does not respond, send a “No Change NOA” to the household informing them that the voluntary report of the new household member did not increase benefits. The household must be reminded that the change must be reported on the next SAR 7 or recertification, along with the required verification.

### Step 4

Determine what forms, if any, are required to add the new member

<table>
<thead>
<tr>
<th>IF THE HOUSEHOLD IS:</th>
<th>THEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categorically Eligible (CE)</td>
<td>Use the following forms:</td>
</tr>
<tr>
<td></td>
<td>• CW 8A; or</td>
</tr>
<tr>
<td></td>
<td>• CW 8; or</td>
</tr>
<tr>
<td></td>
<td>• SAWS 2 Plus.</td>
</tr>
<tr>
<td>Non-Assistance (NA)</td>
<td>An application form is not required, but any of the forms listed above or a CF 285 may be used.</td>
</tr>
</tbody>
</table>

### Step 5

- For NA households, this may be done by phone, using the SAR 7/RC forms, or by appointment with an application. If a new application is not taken, document the new member's information on, and sign and date, either of the:
  - County Use Section of the last “Application for CalFresh Benefits” (CF 285) on file OR “Maintain Case Comments” window.
  - For CE households, schedule an appointment to review the application forms.
- Review the following eligibility factors for the new member:
  - Citizenship/non-citizenship status
  - Income
  - Resources
  - Voluntary quit and work registration requirements
- Obtain the following for the new member:
  - SSN or MC 194.
  - Income verification, if applicable.
  - Work registration, if applicable.
  - Non-citizenship status verification, if applicable.

### Step 6

If the new member is ineligible, take no action. Send a NO change NOA reminding the household to report the change on their next SAR 7 or RC.
SAR 7 REPORT

Follow these steps when a SAR Household reports someone new moved into the home in a month prior to the Submit Month on their SAR 7.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1.   | Determine whether the new person is a household member. Are they:  
          • Related to anyone in the household (parent, child)?  
          • Purchasing or preparing meals with other household members?  
          • A minor under parental control of a household member?  
      | If YES, the new person is a household member. Go to step 2 on page 13-2.  
      | If NO, the new person is not a household member. Document this on the Maintain Case Comments window and STOP HERE. |
| 2.   | Determine what forms, if any, are required to add the new member |
|      | **IF THE HOUSEHOLD IS:** | **THEN:** |
|      | Categorically Eligible (CE) | Use the following forms:  
          • CW 8A; or  
          • CW 8; or  
          • SAWS 2 Plus. |
|      | Non-Assistance (NA) | An application form is not required, but any of the forms listed above or a CF 285 may be used. |
### Adding or Deleting a Person

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 3.   | Determine eligibility for the new member when the household reported the new member.  
  - For NA households, this may be done by phone, using the SAR 7, or by appointment with an application. If a new application is not taken, document the new member's information on, and sign and date, either of the:  
  - County Use Section of the last "Application for CalFresh Benefits" (CF 285) on file, OR "Maintain Case Comments" window.  
  - For CE households, schedule an appointment to review the application forms.  
  - Review the following eligibility factors for the new member:  
    - Citizenship/non-citizenship status  
    - Income  
    - Resources  
    - Voluntary quit and work registration requirements  
  - Obtain the following for the new member:  
    - SSN or MC 194.  
    - Income verification, if applicable.  
    - Work registration, if applicable.  
    - Non-citizenship status verification, if applicable. |
| 4.   | If information and verification needed to add the new member is not provided:  
  - Send a "Verification Checklist" or DFA 387 notice requesting the household to provide the information/verification within 10 days. At the end of the 10-day period, if the requested information/verification is not received, a 10-day NOA must be issued to discontinue the household for Failure to Provide Information.  
  **EXAMPLE:**  
  A household reports on its May SAR 7, received June 5th, that a new member moved in on May 4th. Some of the verification needed to add the new member is missing. The EW sends a "Verification Checklist" requesting the information on June 7th. If the information is not provided by June 17th, the EW must send a NOA to discontinue the entire household effective June 30th. |
| 5.   | If the new member is eligible:  
  - Budget the new member's income and specific deductions (dependent care, excess medical expenses for the elderly/disabled) for the remainder of the period. Send a NOA:  
    - Ten days in advance if benefits will be decreased or discontinued as a result of adding the new member. If benefits have to be issued in a greater amount then the amount the client is entitled to due to the 10-day NOA requirement, declare an overissuance for the first month of the SAR Payment Period.  
    - By the date of increase if benefits will be increased as a result of adding the new member. |
Adding or Deleting a Person

Reminder:
If the new member moved into the home in the SUBMIT month, it is considered a voluntary mid-period report. Follow the "Voluntary Mid-Period Report" chart on page 13-5.

Example:
SAR Payment Period: April through September:
A household makes a voluntary mid-period report on July 7th that she had a baby. The newborn has no income so it is determined that the household’s income remain under IRT. The newborn would be added August 1st.

Example:
SAR Payment Period: April through September:
A household makes a voluntary mid-period report on July 7th that her 19-year old daughter moved back home. The report is considered VUR. The daughter is working part-time but their new income does not exceed the IRT. The daughter and her income should be added and benefits must be adjusted effective the following month.

Example:
SAR Payment Period: April through September:
Client reports on her August SAR 7 received September 8th that her 19-year old daughter moved back home on July 7th and is working part-time. The daughter would be added October 1st (i.e., the first of the payment period after the new member was required to be reported on the SAR 7).

13.3.2 Household Refusal or Failure to Cooperate

The household must provide the information and verification needed to add the new member. Follow the charts below and on the next page to determine what actions to take when a household refuses or fails to provide the information and/or
verification needed to add a new member to the household (Remember that the EW is responsible to assist the household to obtain verification when the household is unable to do so. [Refer to “Verification,” page 6-1.]

<table>
<thead>
<tr>
<th>HOUSEHOLD ACTION</th>
<th>EW RESPONSE</th>
<th>Change Reporting Household</th>
</tr>
</thead>
</table>
| REFUSAL (not failure) to provide information/verification | SAR 7 REPORT  
If the change was reported on the SAR 7, then:  
• Immediately send a 10-day NOA to discontinue the household for refusal to cooperate.  
VOLUNTARY MID-PERIOD REPORT  
If the change was voluntarily reported mid-period, then follow the "VOLUNTARY MID-PERIOD REPORT" charts above. | Immediately send a 10-day NOA to discontinue the household for refusal to cooperate. |
Adding or Deleting a Person

<table>
<thead>
<tr>
<th>HOUSEHOLD ACTION</th>
<th>EW RESPONSE</th>
<th>Change Reporting Household</th>
</tr>
</thead>
</table>
| Failure (not refusal) to provide information/verification | **SAR 7 REPORT**<br>If the change was reported on the SAR 7 but required information and/or verification is missing, then:<br>- The EW must immediately send a “Request for Information” (“Verification Checklist” or DFAQ 387) notice listing all missing information/verification.<br>- Wait until 10 days after the “Request for Information” notice is sent. If needed information and/or verification is not received, send a timely Notice of Action (NOA) to discontinue the household for Failure to Provide Information.<br><br>**EXAMPLE**: A household reports on their May SAR 7 (received on June 7th) that a new member moved into the home on May 10th. A “Verification Checklist” is sent on June 8th requesting information about the new member. If by June 18th, the household has not provided the information and verification, a NOA must be sent to discontinue the household on June 30th for Failure to Provide Information.<br><br>**EXAMPLE**: A household reports on its June SAR 7 received July 15th that a new member moved into the home on June 3rd. A “Verification Checklist” is sent on July 18th requesting the client contact us within 10 days to provide the needed information/verifications. The 10-day period ends on July 28th. Since a ten-day NOA cannot be given to discontinue as of July 31st, the EW would send a NOA to discontinue August 31st for Failure to Provide Information.<br><br>**VOLUNTARY MID-PERIOD REPORT**<br>A report from the household of a new member is considered VUR and the County must act on the change mid-period. Follow the steps on page 13-5. | When a new member is reported, but required information and/or verification is missing, the EW must send a “Request for Information” (“Verification Checklist” or DFAQ 387) notice listing all missing information/verification.<br><br>Wait until 10 days after the “Request for Information” notice is sent. If needed information and/or verification is not received, send a timely Notice of Action (NOA) to discontinue the household for Failure to Provide Information.<br><br>**EXAMPLE**: A new member is first reported on August 9th. A Verification Checklist is sent on August 15th requesting the client contact us within 10 days to provide the needed information/verifications. The 10-day period ends on August 25th. Since a ten-day NOA cannot be given to discontinue August 31st, the EW would send a NOA to discontinue September 30th for Failure to Provide Information.
13.3.3 Budgeting Shelter Deductions

The new member’s share of the existing household’s expenses will be counted in the budget once the new member is added to the household.

Example:
A household consists of one child, with an SSI mother who is a nonhousehold member. A second child returns to the home in May, and is added to the household effective June 1st. A prorated one-half of the shelter costs for the home are currently budgeted. Begin budgeting two-thirds of the shelter expenses in June (excluding one-third for the SSI mother).

13.3.4 Previously Excluded Member

To add a previously excluded member to the household, determine prospective eligibility. Budget the previously excluded members income and expenses prospectively.

13.3.5 Discontinued HHs

Break of One Day or More

When a household reapplies for benefits after a break of one day or more, and a new member has joined the household:

• The regulations for adding a person do not apply.
• Follow the regulations for new applicant households and issue benefits for all household members (including the new member) effective the date of application, if eligibility is determined within the application processing timeframes. [Refer to “Application,” page 3-1.]

Example:
A mother and three children were discontinued from CalFresh on 11/30 for failure to submit October’s SAR 7. They reapply on 12/5 and report that the father returned home on 11/3. If eligibility is determined timely, benefits for all household members, including the father, will be paid effective 12/5.
13.3.6 Household Reports New Member After the Extended Filing Date

Follow these steps to add someone new to the household when the household failed to report the new member until after the extended filing date for the SAR Submit month when the new member should have been reported.

Example:
SAR Payment Period: February through July

At the RC on January 7th, a household reports that a new member moved in on June 10th. July is the submit month for changes which occurred since the household submitted their last SAR 7. The extended filing date is the first working day in August. Since the household did not report the new member until after that date, use the steps below when adding the new member.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| 1.   | Determine whether the new person should have been a household member. Begin with the first month when the new member could have been added if the household had reported them in the home in a timely manner on the SAR 7. (In the example above, the new member would have been added August 1st if the household had reported the member on the June SAR 7, as required.)

Determine for each month, up through the current month, whether the new member was/is:

• Related to anyone in the household (parent, child)?
• Purchasing or preparing meals with other household members?
• A minor under parental control of a household member?
  - If YES, the new person is a household member. Go to STEP 2.
  - If NO, the new person is not a household member. Document this on the Maintain Case Comments window and STOP HERE.

2. Determine what forms, if any, are required to add the new members

<table>
<thead>
<tr>
<th>IF THE HOUSEHOLD IS:</th>
<th>THEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categorically Eligible (CE)</td>
<td>Use the following forms:</td>
</tr>
<tr>
<td></td>
<td>• CW 8A; or</td>
</tr>
<tr>
<td></td>
<td>• CW 8; or</td>
</tr>
<tr>
<td></td>
<td>• SAWS 2 Plus.</td>
</tr>
</tbody>
</table>

| Nonassistance (NA) | An application form is not required, but any of the forms listed above or a CF 285 may be used. |
3. Determine eligibility for the new member when the household reported the new member.
   • For NA households, this may be done by phone, using the SAR 7, or by appointment with an application. If a new application is not taken, document the new member's information on, and sign and date, either of the:
     - County Use Section of the "Application for CalFresh Benefits (CF 285)
       OR Maintain Case Comments window
   • For CE households, schedule an appointment to review the application forms.
   • Review the following eligibility factors for the new member:
     - Citizenship/non-citizenship status
     - Income
     - Resources
     - Voluntary quit and work registration requirements
   • Obtain the following for the new member:
     - SSN or MC 194.
     - Income verification, if applicable.
     - Work registration, if applicable.
     - Non-citizen status verification, if applicable.

4. If information and verification needed to add the new member is not provided:
   • Send a “Verification Checklist” or DFA 387 notice requesting the household to provide the information/verification within 10 days. At the end of the 10-day period, if the requested information/verification is not received, a 10-day NOA must be issued to discontinue the household for Failure to Provide Information.

EXAMPLE:
   A household reports at it recertification appointment on January 7th that a new member moved in on June 10th. The EW sends a “Verification Checklist” requesting the information by January 17th. If the information is not provided by January 17th, the EW must send a NOA to discontinue the entire household effective January 31st.
### 13.4 Deleting a Person from a Change Reporting Household

#### 13.4.1 Budgeting

Beginning with the month after a household timely reports that a member left the household, the EW must disregard the departing member’s:

- Income, and
- Deductions.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>If the new member is eligible:</td>
</tr>
<tr>
<td></td>
<td>• Budget the new member’s income and specific deductions (dependent care, excess medical expenses for the elderly/disabled) for the month(s) when the new member should have been added.</td>
</tr>
<tr>
<td></td>
<td>• Issue benefits beginning with the month after the new member was first reported (for our example, since the new person was reported at RC in January, this individual would be added as of February).</td>
</tr>
<tr>
<td></td>
<td>• DO NOT issue lost benefits for prior months.</td>
</tr>
<tr>
<td></td>
<td>• Establish an overissuance claim to recover any overissuance resulting from the unreported addition of the new household member.</td>
</tr>
<tr>
<td></td>
<td>• Send a NOA:</td>
</tr>
<tr>
<td></td>
<td>- Ten days in advance if benefits will be decreased or discontinued as a result of adding the new member.</td>
</tr>
<tr>
<td></td>
<td>- By the date of increase if benefits will be increased as a result of adding the new member.</td>
</tr>
<tr>
<td></td>
<td>- If there is an overissuance, send an overissuance NOA, along with a Repayment Agreement.</td>
</tr>
<tr>
<td>6.</td>
<td>If the new member is ineligible, send a denial NOA.</td>
</tr>
<tr>
<td></td>
<td>If the new member makes the entire household ineligible, send a 10-day NOA to discontinue the household's benefits. Compute overissuances for any prior months of ineligibility.</td>
</tr>
</tbody>
</table>
13.4.2 NOA Requirements

If benefits increase due to the household member's departure, send a NOA by the date the household receives the increase.

If benefits are decreased or terminated due to the household member's departure, send a NOA no later than ten days before the effective date of change.

13.4.3 Overissuances

Complete an overissuance claim if a household member's departure was not reported timely.

Reminder:
A Change Reporting household shall be considered to have reported changes timely if the SAR 7 is submitted within the time frames for submitting a timely SAR 7 or the change was reported within 10 days of the date the change became known to the household, whichever is later.

Example:
CalFresh Only Change Reporting Household:
A household member moved out March 4\text{th}. The household did not report this change until the Recertification is done on August 3\text{rd}. If the household had reported this change in a timely manner (within 10 days of the change), the EW could have sent a 10-day NOA to discontinue the member effective March 31\text{st} and to decrease benefits effective April 1\text{st}. Now, the member cannot be discontinued until August 31\text{st}, and an overissuance claim must be filed for April through August.

13.5 Deleting a Person from a Semi-Annual Reporting Household

13.5.1 Voluntary Mid-Period Changes

A voluntary report of household composition change by the head of household or responsible adult household member is considered VUR for both PACF and NACF and must be acted on. Therefore, if a household voluntarily reports mid-period that
a member has left the home, the County must delete the individual and his/her income and specific deductions effective the first of the month following the month when the change was reported. Send a 10-day NOA if the report was made verbally.

**Exception:**
For reports of household composition change by another source, the county must contact the household to verify eligibility.

**Example:**
On March 10, a mom who receives CalWORKs and CalFresh calls and reports one of her children has left the home. The EW deletes the child from CalFresh to reduce the household size effective April 1 and send out a timely notice of action (NOA).

If the individual who has left the home is applying for CalFresh benefits in another case, county or state, then CalFresh benefits MUST be discontinued. Also, if the individual who has left the home contacts the county to request discontinuance, then benefits for the individual must be discontinued regardless of the household’s response.

**SAR 7 Report**

If a household reports that a member has left the home on their SAR 7 report, take action as per the following chart:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>• Delete the individual and his/her income and specific deductions (dependent care, excess medical expenses for the elderly/disabled) effective the first of the SAR Payment Period.</td>
</tr>
</tbody>
</table>
| 2.   | • Send a NOA:  
  • Ten days in advance if benefits will be decreased or discontinued as a result of deleting the departing member. IF benefits have to be issued in a greater amount then to which the household is entitled due to the 10-day NOA requirement, declare an over-issuance for the first month of the SAR Payment Period.  
  • By the date of increase if benefits will be increased as a result of deleting the departing member. |
Adding or Deleting a Person

13.5.2 NOA Requirements

If the household is requesting discontinuance of an individual, discontinuance action MUST be taken mid-period as follows:

- If the household or the individual’s request is made verbally, a 10-day Notice of Action (NOA) is required before decreasing benefits.

- If the request is made in writing, decrease benefits at the end of the month with adequate notice. A 10-day NOA is NOT required.

- If benefits increase due to the household member’s departure, send a NOA by the date the household receives the increase.

13.5.3 Overissuances

Complete an overissuance claim if a household member was not discontinued the first month of the appropriate SAR Payment Period.

Example:

(CalWORKs SAR Period: December through May - CalFresh Change Reporting HH):

A household member moved out on March 4th. The household reported this on the April SAR 7 which was received by the EW on May 6th. The EW sent a 10-day notice to discontinue the household member May 31st and reduce benefits effective June 1st. There is no overissuance because the household fulfilled its reporting responsibility by reporting the change on the April SAR 7 that was submitted timely.

Example:

(CalWORKs SAR Period: December through May - CalFresh Change Reporting HH):

A household member moved out on March 4th. The household reported this on the April SAR 7 which was received by the EW on May 26th. It is too late to send a 10-day notice to discontinue the person at the end of May. A 10-day notice to discontinue the household member on June 30th must be sent with benefits reduced effective July 1st. An IHE overissuance must be declared for June. Benefits issued in a greater amount than to which the household is entitled due to the receipt of a late SAR 7 report and the inability to send a 10-day notice are considered an overissuance. [Refer to "Late SAR 7 Eligibility/Status Report," page 26-14.]
Example:
(CalWORKs SAR Period: December through May)
A household member moved out on March 4\textsuperscript{th}. The household does not report this on the April SAR 7 received on May 7\textsuperscript{th}. On July 5\textsuperscript{th}, the EW discovers and verifies that the child has been living with the father since March. If the household had reported this change in a timely manner (on the SAR 7), the EW would have sent a 10-day NOA to discontinue the child effective May 31\textsuperscript{st} and decrease benefits effective June 1\textsuperscript{st}. Now, the child cannot be discontinued until July 31\textsuperscript{st}, and an overissuance claim must be filed for June and July.

Example:
SAR Payment Period: December through May
A household member moved out on March 4\textsuperscript{th}. The household reported this on the April SAR 7, which was received by the EW on May 26\textsuperscript{th}. The EW sent a 10-day notice to discontinue the household member June 30\textsuperscript{th} and reduce benefits effective July 1\textsuperscript{st}. There is an overissuance in June because benefits were issued in a greater amount than to which the household was entitled due to the 10-day notice requirement.

13.5.4 New SSI Recipients

When a household member is authorized to receive SSI/SSP, wait until the first SSI check is received to take action. Then follow the steps below.

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discontinue the SSI recipient during the semi-annual period. A NOA must be sent by the discontinuance date. A 10-day notice is NOT required. (If the client has received an SSI approval notice, but has not yet received the first SSI check, do NOT discontinue CalFresh benefits. Wait until the first SSI check is received.)</td>
</tr>
<tr>
<td>2.</td>
<td>Exempt the SSI/SSP recipient's share of any jointly-owned resource.</td>
</tr>
<tr>
<td>3.</td>
<td>Delete any income of the SSI/SSP recipient from the budget. [Refer to “Budgeting,” page 13-15] and “Non-household Members [63-503.45],” page 10-6 for instructions.]</td>
</tr>
</tbody>
</table>

Note:
Periods of suspension or nonreceipt of SSI benefits do not restore CalFresh eligibility because the SSI recipient is still eligible for SSI, but in a non-pay status.
13.6 HH Member Moves Between HHs

The regulations and procedures in this chapter apply to a continuing household member who leaves one household and joins another. Discontinue the member who leaves, along with their specific income and deductions immediately (allowing time for a ten-day notice). Add the member to the new household prospectively, following the instructions in this section.