Semi-Annual Reporting

Presentation for Social
Services Advisory Board (SSAB)

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Eligibility Operations

Introduction

- Effective **October 1, 2013,** the current Quarterly Reporting system for CalWORKs and CalFresh will be replaced by a Semi-Annual Reporting system

- This change is a result of Assembly Bill (AB) 6 and affects all California counties

- Just like the QR 7, information reported on the SAR 7 will be used to determine continuing eligibility for the upcoming semi-annual period

Required Notification

- Affected households will receive notification of the upcoming implementation of SAR with their last two QR 7s and their first SAR 7, as required by the state

  - In **February 2013**, CalWIN updated the QR 7 to automatically include the SAR Informing Notice (**TEMP SAR 1**) as the final page of the report

  - The TEMP SAR 1 is expected to be included as the final page of the SAR 7 report through Data Month **January 2014**

San Diego County Implementation

- CalWORKs and CalFresh cases will begin the conversion process for all 18 CalWIN counties, including San Diego, effective **August 10, 2013**
- Conversion will be completed by **October 1, 2013**

Affected Households

- The following will be directly affected by SAR:

  - CalWORKs and CalFresh households that are currently subject to Quarterly Reporting rules

  - Public-Assistance CalFresh households associated with a CalWORKs Annual Reporting/Child Only case

- The following will **not** be affected:

  - CalWORKs Annual Reporting/Child Only households

  - CalFresh Change Reporting households

Unchanged Policies

- The following will **not** change with Semi-Annual Reporting:
  - Prospective Budgeting using Reasonably Anticipated Income
  - Completeness Criteria for the Periodic Report
  - Processing Timeframes for the Periodic Report
  - Timely and Adequate Notice Requirements
  - Good Cause Evaluation and Restoration Criteria

Changes with Semi-Annual Reporting

- Some things **will** change with Semi-Annual Reporting:
  - Periodic Cycles
  - Eligibility Status Report
  - CalWORKs Reporting Responsibilities
  - CalFresh Reporting Responsibilities
  - Budgeting Income
  - Acting on Reported Information

Periodic Cycles

Quarterly Reporting	Semi-Annual Reporting
• Households are assigned to one of **three** cycles based on the <u>date of application</u>	• Households will be assigned to one of **six** cycles based on the <u>beginning date of aid</u>
• Each cycle is made up of **three** consecutive months following an initial application, QR 7, or redetermination/ recertification	• Each cycle will be made up of **six** consecutive months following an initial application, SAR 7, or redetermination/ recertification

Eligibility Status Report

Quarterly Reporting (QR)	Semi-Annual Reporting (SAR)

Quarterly Reporting (QR)

- Households are required to submit a QR 7 Report **four times** a year

- The fourth QR 7 is submitted during the redetermination/ recertification month

- The **last** QR 7 will be submitted in **August 2013**

Semi-Annual Reporting (SAR)

- Households will be required to submit a SAR 7 Report **once** a year

- A SAR 7 is **not** required in the redetermination/recertification month. Instead of a SAR 7, the redetermination/recertification forms will be used

- The **first** SAR 7 will be submitted in **September 2013**

CalWORKs Reporting Responsibilities

Quarterly Reporting	Semi-Annual Reporting

Recipients may report changes at any time; however, the following changes are required to be reported within 10 days:

- Income exceeding the Income Reporting Threshold (IRT)

- Address changes

- Drug felony convictions

- Fleeing felon status

- Parole/Probation violations

No change; however, under Semi-Annual Reporting, the **calculation** of the CalWORKs IRT will use a new three-tier system based on the household's income

CalFresh Reporting Responsibilities

Quarterly Reporting	Semi-Annual Reporting

- Address changes

- For Able-Bodied Adults Without Dependents (ABAWDs): Work hours that drop to less than 20 hours/week

- Income exceeding 130% of the Federal Poverty Level (FPL)

- **No change** for the ABAWDs reporting responsibility

Budgeting Income

Quarterly Reporting	Semi-Annual Reporting
• Information from the initial application, **QR 7**, or annual redetermination/recertification is prospectively budgeted using reasonably anticipated income	• Information from the initial application, **SAR 7**, or annual redetermination/recertification will be prospectively budgeted using reasonably anticipated income
• Benefits remain unchanged until the next **QR 7** except under specified circumstances	• Benefits will remain unchanged until the next **SAR 7 or redetermination/recertification** except under specified circumstances
• Discontinued income is averaged over the quarter	• Discontinued income is terminated and no longer averaged

Acting on Reported Information

Quarterly Reporting	Semi-Annual Reporting
• For CalWORKs and CalFresh, only mandatory reports and voluntary reports that result in a benefit increase will be acted upon mid-quarter	• **No change** for CalWORKs. • For CalFresh, only the following reports will be acted on mid-period: • Mandatory report; when gross income exceeds 130% of FPL • Reports that increase benefits • Reports that decrease benefits when the report is considered "verified upon receipt" (VUR)

Challenges

- Several related forms are still pending final issuance by the state, including a recent revision to the SAR 7

- Numerous program questions regarding Semi-Annual Reporting are still pending response from the California Department of Social Services (CDSS)

- CalWIN automation workaround instructions are being developed and tested

SAR Team

- CalWORKs and CalFresh Programs are working closely with:
  - Eligibility Trainers and Corrective Action to develop and train staff based on all available information
  - Automation section to prepare for all upcoming changes to CalWIN
  - Family Resource Centers, ACCESS, the Document Processing Center (DPC), Quality Control, and Appeals to share and discuss available information

Questions ...?

Thank You