



CalWORKs Division

March 2008

NEWSLETTER



REMINDER - EBT OUT-OF-STATE TRANSACTION REPORT

Cases in which all EBT transactions have occurred out-of-state for three consecutive months are to be reviewed and processed as instructed in Administrative Directive (AD) Number 4662, dated 8/16/07, "EBT Transaction Occurring Out-of-State."

A quarterly report of these cases may be accessed by the Deputy District Director via the Oracle Discoverer Viewer. The Deputy District Director is to update the "Review Status" and "Action Taken" fields on the Oracle Discoverer Viewer system by the due date as stated in AD 4662. District Administrators may direct questions regarding AD 4662 to the appropriate CalWORKs, General Relief, CAPI, or Food Stamp program liaison at DPSS Headquarters.

12-MONTH RENTAL SUBSIDY FOR CalWORKs FAMILIES

GREAT NEWS \$\$\$\$\$\$\$\$

On December 1, 2006, DPSS implemented the 12-Month Rental Subsidy for CalWORKs Families. This program is available to homeless CalWORKs families exiting emergency shelters, transitional housing or similar group living facilities, due to finding permanent housing. Originally, this subsidy program offered up to \$300.00 per month in rental subsidy, for up to 12 months. Since implementation, the program has been underutilized.

Based on feedback, it was suggested that the subsidy amount was too low for families to find affordable housing. With the Board's approval, we increased the subsidy amount to up to \$500 per month (or total share of the rent, whichever is less), based on the household size. Hopefully this increase will give more families a better opportunity to find and obtain affordable permanent housing.

HOW ARE INCOME TAX REFUNDS AND REBATES TREATED?

EARNED INCOME TAX CREDIT (EITC)

CalWORKs policy regarding EITC follows Food Stamp (FS) policy Section 63-504(m), which states that Federal EITC received as a lump sum payment is excluded as a resource or income.

An EITC payment received by any household member shall be excluded for 12 months, providing the household was receiving FS at the time of the receipt of EITC and participating in CalWORKs continuously in a 12-month period. Continuous participation includes breaks of one month or less, such as for late or missing QR 7's.

If it is unclear from the pay stub how much the EITC payment is, the participant or employer must be contacted for clarification and documented in LEADER **Case Comments**.

INCOME TAX REFUNDS

Income tax refunds (Federal and State) are considered nonrecurring lump sum payments. These lump sum payments are to be counted as property/resources in the month received and subsequent months in the quarter.

INCOME TAX REBATES

The tax rebates as part of the Federal Stimulus package that some participants will be receiving in the next few months **are not** treated in the same manner as Federal or State Income Tax refunds.

Special tax rebates, credits and similar tax relief measures are exempt from consideration as income for CalWORKs per policy 44-111.3(l).



ATTENTION ELIGIBILITY AND HOMELESS CASE MANAGEMENT STAFF

Remember the Inglewood resident who bequeathed \$10,000 to DPSS to assist homeless families who find permanent housing in the city of Inglewood? Well, the money is still available! This money (\$500 per family) will assist homeless families who find housing in the city of Inglewood with the purchase of a bed, crib and/or mattress. **Please remember this resource as you continue to work with the families!**

WHEN IS THE QR 7 CONSIDERED COMPLETE?

A QR 7 is considered complete for the cash and Food Stamp programs when:

For Status Report Control/Case Clerical Unit (SRCU):

- All boxes are marked either “Yes” or “No”;
- Required verification/documentation is attached for answers marked “Yes” (whether or not the information is written on the QR 7, QR 72 or QR 73);
- The QR 7, QR 72 and QR 73 is signed no earlier than the first day of the QR Submit Month. This does not apply when:
 - The first day of the QR Submit month falls on a non-postal delivery day; **and**
 - The QR 7, QR 72 and QR 73 is mailed by the County on the last postal delivery day of the QR Data month; **and**
 - The participant signs and dates the QR 7, QR 72 and QR 73 on or before the last day of the Data Month.

For QR 7 Change Center Workers:

- All SRCU completeness factors have been met;
- **For CalWORKs**, the QR 7 must be signed by each natural parent or adoptive parent or aided spouse of a parent or other caretaker relative living in the home.
- For each “Yes” box marked, the required verification/documentation is attached and is sufficient to determine eligibility whether or not it is written on the QR 7;
- The number of days and hours worked are not reported on the QR 7, but proof of income is attached and the number of days and hours worked can be determined;
- The number of days and hours are not reported but proof of income is attached for a parent whose unemployment is the basis of deprivation;
- The “Address Change” Section is unanswered if a change of address was not previously reported mid-quarter;
- The “Yes” box is marked for the addition of a new household member, but the information (e.g., name or relationship) is not provided;
- A complete QR 72, Sponsor’s Quarterly Income and Resource Report, is received, when required;
- A complete QR 73, Senior Parent Quarterly Income Report, is received, when required;
- All previously voluntary reported mid-quarter changes are reported on the QR 7; and
- The date the participant signed the QR was no earlier than the first day of the QR Submit Month.

For QR 7 Change Center Workers: (Continued)

This does not apply when:

- The first day of the QR Submit Month falls on a non-postal delivery day; and
- The QR 7 is mailed by the County on the last postal delivery day of the QR Data Month; and
- The participant signs and dates the QR 7 on or before the last day of the Data Month.



ATTENTION DPSS EMPLOYEES!

The DPSS Child Care Centers are accepting applications for the Toddler and Preschool classrooms, ages 19 months through 5 years. For more information please contact or visit one of the DPSS Child Care Centers listed below:

Crossroads Child Care Center

12900 Crossroads Parkway South

City of Industry, CA 91746

(562) 908-4413

Veronica Madrigal, Site Director

El Monte Annex Child Care Center

3400 Aerojet Avenue

El Monte, CA 91731

(626) 569-2641

Kauser Firdosy, Site Director

El Monte Telstar Child Care Center

9320 Telstar Avenue

El Monte, CA 91731

(626) 312-6389

Rose Voung, Site Director

Exposition Park Child Care Center

1024 West 38th Street

Los Angeles, CA 90037

(323) 766-6100

Lisa Wells, Site Director



Happy
St. Patrick's
Day!