



# CalWORKs Division

## February 2008

### NEWSLETTER



Published by the CalWORKs Division

#### SSN GOOD CAUSE PROCEDURES

When an applicant/participant has attempted to apply for a Social Security Number (SSN) but the application was not accepted by the Social Security Administration (SSA) (e.g. due to missing identity/birth documentation), the applicant/participant must be evaluated for "Good Cause." Good Cause is defined as situations in which the necessary documentation for the application for an SSN is not immediately available at the time of the application. The applicant/participant must complete a PA 853, Affidavit, indicating the reason that he/she is unable to provide the required documentation and **aid is granted for him/her**. "Good Cause" must be reevaluated and a PA 853 must be completed every 30 days until SSA accepts the application. When difficulties develop in obtaining a receipt or statement from SSA, District administrators should explore the problem with the local SSA office involved.

Detailed information regarding SSN good cause is found in LEADER Handbook Section CW 40-105.2.

#### THRESHOLD LANGUAGE NOA PROJECT REMINDER

The current review of the Weekly Threshold Language Correspondence Detailed Report indicates that Eligibility Workers (EWs) continue to search and view Notices of Actions (NOAs) in the LEADER Threshold Language Queue, and do not print the NOA(s) for manual completion and mailing to participants. Additionally, a reason is not indicated on LEADER for not printing the NOA(s). For the NOA(s) to be removed from the Queue, staff are required to print them. Please refer to **AD 4595, dated 11/21/06, for procedures for the LEADER Threshold Language Notice of Action (NOA) Project.**

#### \$50 CHILD SUPPORT INCOME DISREGARD & PAY FREQUENCY

The first \$50 of current child support received by the participant from the Child Support Services Department (CSSD) State Disbursement Unit (SDU) must be entered using the Child/Spousal Support DA-Current Disregard type in the Child Support Income screen. Any remaining amount must be entered using the Child/Spousal Support DA-Pass-On Paid to Client type. LEADER will exempt the first \$50 as income for CalWORKs and will treat the remainder as unearned income for CalWORKs.

Example: \$160 current support received from CSSD SDU for one aided child. Enter \$50 and select Child/Spousal Support DA-Current Disregard type. Enter remaining \$110 and select Child/Spousal Support DA-Pass-On Paid to Client type.

In addition, to ensure LEADER calculates the correct amount of child support received, the correct pay frequency must be selected as follows:

- Weekly - if the participant is paid one time each week (up to 5 checks)
- Bi-weekly - if the participant is paid every other week (up to 3 checks)
- Semi-monthly - if the participant is paid two times per month (never 3 checks)
- Monthly - if the participant is paid one time per month (1 check in one month)

Detailed information on entering Child Support income for CalWORKs is found in AD 4564, dated 4/11/06, and AD 4564, Suppl. 1, dated 3/01/07, for Food Stamps.

## PROOF OF DRUG CONVICTION

Persons who have been convicted of a felony after December 31, 1997 in a state/federal court for possession, use or distribution of a controlled substance are not eligible to receive CalWORKs. Documentation of the offense must be in the case record before the person can be excluded from the Assistance Unit. **The documentation information is crucial to support the sanction during local/state/federal audits.** Documentation includes the participant's statement on the SAWS 2 application, QR 7, QR 3 and FS 26 or Welfare Fraud forms WFP&I 369 and WFP&I 393 addressed to the District Director or other document provided from a law enforcement agency.

For detailed information regarding convicted drug felons, see LEADER Handbook Section CW 82-832 and AD 4482, dated 4/6/04.

## RELEASE OF REVISED CHILD CARE FORMS DUE TO IMPLEMENTATION OF CHANGED TRUSTLINE REGULATIONS

The State's revised Trustline regulations took effect on February 1, 2008. As a result, the following forms have been revised to reflect these changes:

- The PA 129, "Child Care - General Information," was changed from a legal-sized, two-sided document to a letter-sized four paged "booklet" that requires the applicant's/participant's signature on the final page. Each of the copies is produced in a different color to facilitate distribution and filing.
- PA 129-1, "Child Care Payment Requirements"
- ST1-01, "CalWORKs Stage 1 Child Care Request"
- The ST1-05, "CalWORKs Stage 1 Child Care Participant-Provider Services Agreement." This form is only used by Resource and Referral/Alternative Payment Program agencies.

Upon receipt of a Forms Manual Letter that will be released shortly, prior versions of these forms should be recycled per existing procedures in the DPSS Operations Handbook, Section 23-600.



Q: Who must sign the QR 7?

A: 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. The QR 7 must be 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 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. (See LEADER Handbook OPS 23-111.322-QR 7 Completeness Criteria, for more information.)

Q: Is the QR 7 considered incomplete if SSI/SSP income received is not reported?

A: Yes. If the SSI/SSP income is new income that was not previously reported, the QR 7 is incomplete. However, if the SSI/SSP income was previously reported and documented **and** the SSI/SSP income is pre-printed at the bottom of the QR 7, the QR 7 Change Center Eligibility Worker must check MEDS to verify the continued receipt of the SSI/SSP income. If the SSI/SSP income is ongoing, the QR 7 is not to be considered as incomplete.

Q: What must the participant attach to the QR 7 when a job has ended?

A: The participant must attach the last paystub and/or employer termination letter. However, if the participant does not have the last pay stub or employment termination letter or the last pay stub does not indicate "last pay stub," the Eligibility Worker should contact the employer to verify the employment termination.

