

September 6, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-63

This All County Letter transmits the Federal Fiscal Year 2025 Income Reporting Threshold chart for the California Work Opportunity and Responsibility to Kids, Refugee Cash Assistance, Entrant Cash Assistance, and the Trafficking and Crime Victim Assistance Program, effective October 1, 2024.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

September 6, 2024

ALL COUNTY LETTER NO. 24-63

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL CALFRESH PROGRAM SPECIALISTS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CONSORTIA REPRESENTATIVES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS, REFUGEE CASH ASSISTANCE, ENTRANT CASH
ASSISTANCE, AND TRAFFICKING AND CRIME VICTIMS
ASSISTANCE PROGRAM: FEDERAL FISCAL YEAR 2025 INCOME
REPORTING THRESHOLD

REFERENCE: [WELFARE AND INSTITUTIONS CODE SECTION 11265.3](#);
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTION 40-173.8](#), [MPP SECTION 44-316.321\(e\)](#), [MPP SECTION 44-316.324](#), [MPP SECTION 69-201.4](#), [MPP SECTION 69-202.1](#), [MPP SECTION 69-206](#), [MPP SECTION 69-301](#) AND [MPP SECTION 70-105.1](#); [ALL COUNTY LETTER \(ACL\) NO. 23-75](#), [ACL NO. 23-96](#), [ACL NO. 12-49](#) AND [ACL NO. 12-25](#); [ALL COUNTY INFORMATION NOTICE \(ACIN\) NO. I-53-20](#)

The purpose of this letter is to transmit the California Work Opportunity and Responsibility to Kids (CalWORKs) Income Reporting Threshold (IRT) chart for Federal Fiscal Year (FFY) 2025, effective October 1, 2024. If an Assistance Unit's gross monthly income received exceeds their IRT, the family must report in accordance with [MPP sections 44-316.321\(e\)](#) and [44-316.324](#). County Health and Human Service Agencies (HHSAs) must inform all CalWORKs, Refugee Cash Assistance (RCA), Entrant Cash Assistance (ECA), and Trafficking and Crime Victim Assistance Program (TCVAP) families of their IRT at application approval, recertification, and whenever it changes.

For the purpose of this letter, Assistance Units are referred to as families.

INCOME REPORTING THRESHOLD REPORTING REQUIREMENTS

Under the Semi-Annual Reporting (SAR) and Annual Reporting/Child-Only (AR/CO) reporting systems, CalWORKs families are required to report only certain changes in their income or circumstances mid-period. One such mandatory mid-period report is when a family's gross monthly income received exceeds their IRT. The CalWORKs IRT for a family is the lower of two tiers. The two tiers include: 1) 55 percent of the Federal Poverty Level (FPL) for a family of three, plus the amount of income last used to calculate the family's monthly grant amount, and 2) 130 percent of the FPL, which is also the level of income at which a family may become financially ineligible for CalFresh. [MPP sections 44-316.321\(e\)](#) require families to report within ten days, in person, verbally, or in writing, when their gross monthly income received exceeds the lowest of the two levels of their CalWORKs IRT.

Income that must be reported for IRT purposes is the gross total earned and unearned income for the family. In accordance with [MPP section 44-316.324\(b\)](#), families with either no income or only unearned income are only required to report income changes mid-period if they receive new gross earned income that, when combined with other family income, exceeds the IRT. Therefore, families with only unearned income are not required to report mid-period when that income exceeds the IRT.

Once a family receives gross monthly income that exceeds their IRT and reports it to the HHSA, the HHSA must take action to determine continued financial eligibility. Per [ACL No. 23-96](#), the family becomes financially ineligible when the family's total gross earned and unearned monthly income, less exempt income, exceeds the Tier Two IRT and is reasonably anticipated to continue ([MPP section 44-316.324\(c\)](#)). The HHSA must apply applicable income exemptions and disregards to the total reported income to determine Net Nonexempt Income (NNI). The NNI is used to determine whether the family remains financially eligible for CalWORKs.

If the income over the IRT will continue but is not at a level that will result in financial ineligibility (i.e., NNI exceeds the AU's Tier Two IRT), the HHSA must use the new reasonably anticipated income to recalculate the grant amount. If the HHSA determines the grant must be decreased, the HHSA must decrease the grant at the end of the month in which timely and adequate notice can be provided. If the income reported is reasonably anticipated to continue and exceeds the family's Tier Two IRT for the remainder of the payment period, the HHSA must determine the family is financially ineligible and discontinue the family at the end of the month in which timely and adequate notice can be provided. For complete details on decreasing grants, discontinuing participants, or establishing overpayments due to income over the IRT, please refer to [ACL No. 12-25](#) for SAR families, and for AR/CO families.

If the family's NNI exceeds the CalWORKs Tier One IRT but does not exceed the CalWORKs Tier Two IRT (130 percent of the FPL), the family's case will stay open, and the family may remain eligible for supportive services and/or CalWORKs special needs. This may also allow some CalWORKs families to remain open with a zero grant if the

family's income remains below 130 percent of the FPL. For questions regarding Zero Basic Grant (ZGB), see [ACIN No. I-53-20](#).

INFORMING FAMILIES OF THEIR INCOME REPORTING THRESHOLD

The HHSA must inform each participating family of their IRT at application approval, at least once per SAR/AR/CO Payment Period thereafter, and/or whenever the family's IRT changes. The family must be informed of their IRT using the SAR 2, AR 2, or AR 2 SAR form as appropriate. The IRT can also be listed on separate forms as long as the HHSA ensures that it is easily visible to the participant and that the SAR 2, AR 2, or AR 2 SAR is issued to each family. The IRT informing notice must be individualized for each family.

The HHSA must follow notification rules regarding individualized IRT levels in accordance with [MPP section 40-173.8](#) and [44-316.324](#). The IRT level which the participant was last notified of will be used for reporting purposes until the HHSA has informed the participant of any change in IRT. The HHSA must not use a new IRT for any family until the family has received notification that their IRT has changed, and the new IRT must not be used retroactively.

INCOME REPORTING THRESHOLD CHART INCREMENTS

The attached IRT chart is effective October 1, 2024. The Tier Two figures on the chart for all family sizes in both regions indicate the participant income limits of 130 percent of the FPL for all family sizes.

Families of "zero" will be assigned the Tier Two IRT for a family of one. A family of zero is established in the rare case that no person's needs are considered in determining the CalWORKs cash aid amount. An example of this would be a family in which the only child in the home is a child in receipt of Supplemental Security Income (SSI) whose parent is sanctioned. The family's CalWORKs case would remain open but there would be no grant until the sanction is lifted. In this situation, the MAP amount is zero and the IRT is \$1,632, equivalent to household size of one, based on the attached IRT chart.

REFUGEE CASH ASSISTANCE, ENTRANT CASH ASSISTANCE AND TRAFFICKING AND CRIME VICTIM ASSISTANCE PROGRAM

The instructions provided in this letter also apply to RCA/ECA and TCVAP applicants and participants.

For RCA, ECA, and TCVAP, [MPP section 69-201-4](#) and [69-301](#) provide that CalWORKs regulations relating to financial eligibility and payments apply to RCA, ECA, and TCVAP unless specifically superseded by RCA, ECA, and TCVAP regulations (i.e., [MPP section 69-206](#), which exempt specific income and resources from the income eligibility determination process. For TCVAP [MPP section 70-105.1](#), provides that eligible TCVAP participants are entitled to benefits and services to the same extent as refugees as defined in [MPP sections 69-202.1](#) and [.2](#).

CALFRESH INCOME REPORTING THRESHOLD

The FFY 2025 CalFresh income eligibility standards by household size will be released under separate cover.

If you have any questions regarding this ACL, contact your CalWORKs County Consultant or the CalWORKs Eligibility Bureau at CWEligibilityPolicy@dss.ca.gov. For questions regarding the CalFresh IRT, please contact the CalFresh Policy Bureau at CalFreshPolicy@dss.ca.gov. For questions regarding RCA and ECA contact the Refugee Programs Bureau at RefugeePolicy@dss.ca.gov, and for TCVAP, please contact the TCVAP@dss.ca.gov.

Sincerely,

Original Document Signed By

ALEXIS FERNÁNDEZ GARCIA
Deputy Director
Family Engagement and Empowerment Division

Attachment

ATTACHMENT

Federal Fiscal Year (FFY) 2024 CalWORKs Income Reporting Threshold (IRT)
Effective October 1, 2024 through September 30, 2025

The CalWORKs IRT amount for each family is the lesser of A or B below.

- A. \$1,184 (55% of the FPL for a family of three) plus the amount of income last used to calculate the family's monthly benefits; or
- B. The amount of income which may render the family ineligible for CalFresh, or 130% of the FPL, as shown in the chart below.

Assistance Unit/Family Size	IRT
0	\$1,632
1	\$1,632
2	\$2,215
3	\$2,798
4	\$3,380
5	\$3,963
6	\$4,546
7	\$5,129
8	\$5,712
Each additional member	Add \$583