

Semi-Annual Reporting (SAR) Overview

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Agenda

- SAR Overview
- II. Mandatory Reporting Requirements
- III. Voluntary Mid-Period Reports
- IV. Verified Upon Receipt (VUR)
- V. Income Budgeting
- VI. Q & A's

SAR Overview

- □AB 6 requires counties to replace the current Quarterly Reporting/Prospective Budgeting (QR/PB) system with a Semi-Annual Reporting (SAR) System for the CalWORKs (CW) and CalFresh (CF) programs.
- □All counties will be required to implement SAR in both the CW and CF programs.
- □California is the last state to implement SAR.
- □Benefits will be "frozen" for the six months of the semiannual period, except under specified circumstances.
- □One report form required (SAR 7) at six months to maintain or adjust benefits.

SAR Terminology

- □The <u>SAR Data Month</u> is the month for which the recipient reports all information necessary to determine eligibility—it is the fifth month of the semi-annual period.
- The **SAR Submit Month** is the month in which the SAR 7 or the RC is required to be submitted to the county. This is the month after the *SAR Data Month*, and is the sixth month of each semi-annual period.
- The <u>SAR Payment Period</u> is the period during which benefits are issued and is the six-month period immediately following the SAR submit month. This is the six month period after initial application, RC, or submittal of the SAR 7.

What has changed

- Income that will continue throughout the payment period will be budgeted over the certification period, rather than a 3 month period
- □SAR 7 is NOT required at Recertification (RC)
- □AR/CO Change Reporting HH that were QR Public Assistance CalFresh (PACF) cases are now SAR
- ■New income reporting threshold (IRT) for CalFresh
- □3 IRTs in SAR, 2 CalWORKs IRT's impact on PACF cases
- □Address Change–(CalFresh only) is not a mandatory midperiod report

County Action Under SAR

Generally in SAR, benefits are frozen for the SAR period except,

Counties must act on:

- ■Mandatory mid-period reports
- □ Changes reported on the SAR 7
- □ Reports considered Verified Upon Receipt (VUR)
- □ Changes that result in a mid-period increase in benefits
- □County-initiated actions
- ☐ Household requests for discontinuance

SAR 7 Form

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY		WORK	CALIFORNA CALIFORNIA DEPA	A DEPARTMENT OF SO PRIMENT OF HEALTH (CIAL SERVICE CARE SERVICE	
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Mandatory Reporting Requirements

Mandatory Reporting Requirements

CalFresh Households Must Report the Following Changes Mid-Period:

- □CalFresh IRT- The amount of income exceeds 130 percent of the federal poverty level (FPL) for the household size
- □ABAWD work hours

HHs are required to report income that exceeds the IRT <u>within</u> 10 days of when the change becomes known to the household, such as:

- The date the HH becomes aware of the new employment or an increase in pay.
- ➤ The start date of employment.
- ➤ When the HH first received the income exceeding the IRT.

CalFresh IRT - 130% FPL

Household Size	Income Reporting Threshold
1	\$1,245
2	\$1,681
3	\$2,116
4	\$2,552
5	\$2,987
6	\$3,423
7	\$3,858
8	\$4,294
Each additional member	+436

Eff. 10/1/13 – 9/30/14

SAR 2

STATE OF DALIEDONAL LICALTURANT IS MAN REDVICES AGENCY

CALIEFORNIA DEDARTMENT DE SOCIAL SERVICES.

REPORTING CHANGES FOR CASH AID AND CALFRESH

CASE NAME:	
CASE NUMBER	
WORKER NUMBER	

Because you get Cash Aid or CalFresh (formerly called Food Stamps), you must report within 10 days when your TOTAL income reaches a certain level. You must report anytime your household's total monthly income is more than your current Income Reporting Threshold (IRT).

Your family size is	
Your current income is	\$
Your IRT is	\$

How to report?

If your total income is over the IRT amount listed above, you must report this to the County within 10 days. You can report this information to the County by calling the county or reporting it in writing.

By "total monthly income" we mean:

- Any money you get (both earned and unearned).
- The amount before any deductions are taken out. (Examples of deductions are: taxes, Social Security or other retirement contributions, garnishments, etc.)

What will happen?

- Your benefits may be lowered or stopped based on income over your IRT.
- Your IRT may change when your income changes or when someone moves in or out of
- The County will let you know in writing each time your IRT changes.
- You also need to report on your SAR 7 all income you get during the Report Month, even if you already reported that money.

Penalty for not reporting

SAR 2 ISHS! RECOMMENDED FORM

If you do not report when your income is more than your household's IRT limit you might get more benefits than you should. You must repay any extra benefits you get. If you do not report on purpose to try to get more benefits, this is fraud, and you may be charged with a crime and/or may no longer get CalFresh for a period of time or life.

If you get Cash Aid, you MUST ALSO report the things below within 10 days of when they happen:

- 1. Anytime someone joins, or is in your household, who has a conviction for a drug related felony that was not reported before.
- 2. Anytime someone joins, or is in your household, who has been found by a court of law to be in violation of a condition of probation or parole.
- 3. Anytime someone joins, or is in your household, who is running from the law (has a warrant out for their arrest).
- Anytime you have an address|change.

If you get CalFresh, you <u>MUST ALSO</u> report the things below <u>within 10 days</u> of <u>when</u> they happen:

- 2. If you are an Able Bodied Adult Without your work or training hours drop to less than 20 hours a week or 80 hours a month.

Voluntarily reporting information

anytime. Reporting some changes may get you more benefits. For example:

- Your income stops or goes down.
- Someone with income moves out of your home.
- Someone without income moves into your home.
- as: a pregnancy, a special diet prescribed by a doctor, household emergency, etc.
- The birth of a child.
- older has new or higher out of pocket medical

Note: Some changes you report voluntarily may result in a decrease in your CalFresh benefits.

Income over your IRT.

Dépendents (ABAWD), you must report anytime

You may also voluntarily report changes to the County

- Someone in the house becomes pregnant.
- Someone on cash aid has a special need, such
- For CalFresh, if someone disabled or age 60 or

CF 23 SAR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CALFRESH BENEFITS HOW TO REPORT HOUSEHOLD CHANGES

Everyone who receives CalFresh benefits must report when their income or household situation changes. If you're not sure how to report changes, what changes to report, or what proof we need, be sure to ask your local county office. You are receiving this notice because:

You have been approved for CalFresh benefits and will be reporting changes on a Semi-Annual basis. Your household was previously assigned Change Reporting status and will now be reporting on a Semi-Annual basis. Semi-Annual Reporting requirements are described below.

SEMI-ANNUAL REPORTING

As a semi-annual reporting household, you will need to turn in a completed Semi-Annual Report form (SAR 7) due by the 5th day of the 6th month after your most recent certification. If you do not turn in your completed SAR 7 by the end of the first working day of the next (7th) month, your benefits will stop.

Your worker will use the income and expense information reported on the SAR 7 to calculate your CalFresh benefits for the remainder of the certification period.

For example:

You completed your annual recertification in May. Your SAR 7 will be due 6 months later, on November 5th and you will report what income you had in October. You will also report any income changes you expect to have in December, January, February, March, April and May. You must turn in your completed SAR 7 by no later than the first working day in December or your benefits will stop. You will lose benefits unless you had a good reason for being late. Your annual recertification will be due in May six months later. Your next SAR 7 will be due for the following certification period six months later

What you must report on a Semi-Annual Report (SAR 7):

- Earned income from any source;
- Unearned income of any kind;
- Anyone getting free rent or utilities;
- Anyone who has expenses that are paid by someone else;
- Reduced hours of work or training;
- Someone moves in/out of your home;
- If you move:
- Any real or personal property bought, sold or exchanged;
- Any change in legally obligated child support paid by a household member:
- Anvone's citizenship/immigration status changes or receives correspondence from the U.S. Citizenship and Immigration Services (USCIS) (formerly INS);
- Anyone reaches 60 years of age;
- Anyone gets a job or payments for training or school
- Anyone has a job, training or school costs such as for dependent care or supplies;
- If, since your last report, anyone in your home has been avoiding or running from the law to avoid a felony prosecution, custody or confinement after conviction, or is in violation of probation or parole.
- If, since your last report, anyone in your home has been convicted after August 22, 1996 of a drug-related telony for manufacturing, sale , or distribution of a controlled substance, or any activity in connection with these unlawful acts, or harvesting, cultivating or processing marijuana, or involving a minor in the above activities.

REPORTING MANDATORY CHANGES DURING THE CERTIFICATION PERIOD

You must report the following changes within ten (10) days leven if it is not your report month. You are to report:

- When your household's income is more than 130% of federal poverty level, for your household size (CalFresh
- If you are meeting the Able Bodled Adult Without Dependents (ABAWD) work rule by working and your work hours drop below 20 hours a week or 80 hours a month. CalFresh rules limit the receipt of CalFresh benefits to 3 months in a 3-year period for ABAWDs who are not working or participating in other allowable activities. You are excused from the ABAWD work rule and do not need to report a drop in your work hours if you are:
 - Living in a county where the ABAWD work rule is waived because of high unemployment rates;
 - Under 18 or 50 years of age or older;
 - Medically certified as physically or mentally unfit for employment:
 - Meeting the CalWORKs Weltare-To-Work rules:
 - Caring for an injured or sick person who will need help for more than 30 days;
 - Participating in an alcohol or drug treatment program that keeps you from working 30 hours or more per
 - Getting or have applied for Unemployment Insurance

REPORTING VOLUNTARY CHANGES

You may also report other information voluntarily, even when it is not your report month. Reporting information voluntarily may cause your household benefits to go up or down. See examples below. The county will take action within ten (10) days after you provide verification. One exception is when the increase results from adding another person to your case. In that situation, the county will take action to increase benefits the first of the month after you provide verification. Even if you have already reported something to the County, you must also report it on your next SAR 7 or recertification.

Some examples of voluntary reporting that may cause your benefits to go up include:

- Loss of income;
- Member becomes disabled or 60 years old;
- Member begins to pay court-ordered child support;
- New household member in the home;
- Shelter/housing cost increases: Medical expenses

(Continued on back)

OF 23 SAR (6/13), REQUIRED FORM - SUBSTITUTE PERMITTED

CalWORKs IRT

TIER 1:

□\$875- plus the amount of earned and unearned income last used to calculate the CalWORKs grant. This IRT level will be different for each AU/household depending on their current income.

TIER 2:

□The amount likely to render a CalWORKs AU ineligible for CalWORKs benefits.

<u>PACF</u> While the CalWORKs IRTs are not mandatory reports for CalFresh, the resulting changes to the CalWORKs grant will, in general, trigger changes to the associated CalFresh allotment.

TCF If a CalWORKs case is discontinued at the tier 2 IRT, Transitional CalFresh will be established.

CalWORKs IRT (Tier 1)

Example: Tier One of the CalWORKs IRT based on various income amounts

Monthly Income	IRT (\$875 + income)
\$0	\$875 (\$875 + \$0 = \$875)
\$50	\$925 (\$875 + \$50 = \$925)
\$100	\$975 (\$875 + \$100 = \$975)
\$200	\$1,075 (\$875 + \$200 = \$1,075)
\$500	\$1,375 (\$875 + \$500 = \$1,375)
\$750	\$1,675 (\$875 + \$750 = \$1,675)
\$1,000	\$1,875 (\$875 + \$1000 = \$1,875)
\$1,500	\$2,375 (\$875 + \$1500 = \$2,375)

CalWORKs IRT (Tier 2)

Tier 2: The level likely to render an AU ineligible for CalWORKs benefits

Assistance Unit Size	*Maximum Earned Income Limit Non-Exempt	*Maximum Earned Income Limit Exempt
0	\$ 113	\$ 113
1	\$ 746	\$ 814
2	\$1,144	\$1,266
3	\$1,389	\$1,540
4	\$1,636	\$1,810
5	\$1,844	\$2,044
6	\$2,056	\$2,284
7	\$2,250	\$2,496
8	\$2,440	\$2,714
9	\$2,628	\$2,922
10	\$2,814	\$3,132
or more		

The level likely to render an AU ineligible for CalWORKs benefits (Example: Non-exempt MAP for an AU of three is \$638 \$638 x 2 + \$113 = \$1,389)

- □ For both programs, recipients may voluntarily report changes in income and circumstances that may increase or decrease benefits any time during the semi-annual period.
- □ Examples of changes that when reported, might increase or decrease benefits include, but are not limited to the following:
 - 1) When the household's income changes
 - 2) When someone moves into or out of the home
 - 3) When allowable CalFresh deductions increase or decrease

- ■Voluntarily reported changes may result in an increase in benefits for one program, while decreasing benefits for the other program. For example an increase in CalWORKs could result in a decrease in CalFresh benefits.
- □Increases, due to decreased **income**, are effective the first of the month in which the change occurs or is reported, whichever is later.
- □Increases, due to the addition of **new household members**, are effective the first of the month following the report of the change.

□ Any time a voluntary mid-period report does not result in a change to the benefit amount, the CWD is to send a "no-change NOA" informing the AU/household that the voluntarily reported information did not increase their benefits.

□This includes changes of income, household composition, property or any other voluntarily mid-period report.

Shelter Expenses

- □Shelter costs will be determined at application and recertification and shall remain fixed at the determined amount unless the household reports a change.
- □CalFresh households are NOT required to report midperiod changes of address. However, the accompanying shelter costs must be verified if the change in address is voluntarily reported.
- □ If shelter costs are not verified, benefits will be calculated without the shelter deduction.

Address Change Example

- □A HH, with a Jan. to Dec. certification period, reports they have moved and their rent has increased from \$500/mo. to \$600/mo.
- Is this report mandatory?
- √No, but the report is VUR
- What action must the CWD take?
- √When the HH reports a change in address, they must verify
 the associated change in shelter costs.

Verified Upon Receipt (VUR)

Verified Upon Receipt (VUR)

- ■VUR means that the information provided is not questionable, the provider is the primary source of the information, <u>and</u> no further information is needed to take action.
- □If <u>secondary</u> information is requested for verification in order to act on a change in another program (such as Medi-Cal), then by definition it is not VUR. Once verified, okay to act on change.
- A voluntary report of household (HH) composition change by the head of household or responsible adult HH member is considered VUR, and must be acted on.

VUR Example

- □A mom calls and reports one of her children has left the home.
- If the HH is CF only, act on the change and reduce the HH size and send out a notice of action.
- If the HH is a PACF case, CWs considers this report a voluntary report and does not act, for CalFresh, this report is considered VUR and must be acted on. Reduce the HH size and send out a notice of action.

VUR Example

- □A HH voluntarily reports mid period that a new HH member with income has moved in. For CalFresh, this report is considered VUR. The CWD will inquire if total income is over IRT.
- If income is under IRT, the CWD will send out a Notice of Information/Verification Needed (CF 377.6) requesting the HH for information to add the new HH member to the case.
- If income is over the IRT, send out a Request for Contact (CF 32) requesting the HH for information to add the new HH member to the case.

Income Budgeting

Income Budgeting

Prospective Budgeting

- □Counties are required to use income that the applicant or recipient anticipates with reasonable certainty will be received in the certification period.
- □Income from the SAR Data Month, as well as any reasonably anticipated changes in income and expenses shall be used for the upcoming SAR Payment Period.
- □For quality control purposes, reviewers will rely heavily on case comments when reviewing case files to determine if benefits have been issued in the correct amounts.

Reasonably Anticipated Income

- Income is "reasonably anticipated" when the recipient and County determine it is reasonably certain that the recipient will receive a specified amount of monthly income in the SAR Payment Period. If the amount of income that will be received or when it will be received is uncertain, it shall not be counted.
- □Under SAR, recipients will be required to provide information for the Data Month and any anticipated changes in the six months following the Submit Month.
- The income received in the Data Month will be considered reasonably anticipated and will be used in the budget calculation unless the recipient reports that they anticipate a change in the upcoming SAR Period.

Income Budgeting

- □ If the HH anticipates receipt of new income from a new source such as a new job or UI benefits, this income shall only be considered reasonably anticipated if the county determines that:
- The HH verifies that the income has been or will be approved or authorized within the certification period, or the household is otherwise reasonably certain that the income will be received within the certification period
- 2. The anticipated amount of the income is known and verified
- 3. The start date of the income is known and verified

Questions and Answers