

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



March 16, 2004

ALL COUNTY LETTER NO. 04-08

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CalWORKs REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT [CA 253 CW (5/04)]

REFERENCE: ALL COUNTY LETTERS (ACL) 02-66, DATED SEPTEMBER 3, 2003 AND 02-69, DATED SEPTEMBER 10, 2003.

The purpose of this letter is to transmit the revised CalWORKs Report on Reasons for Discontinuances of Cash Grant, CA 253 CW (5/04) form and instructions. This report is revised to collect information necessary to track CalWORKs cases, in which an adult or adults in the Assistance Unit (AU) have been discontinued from cash aid due to reaching the CalWORKs 60-month time limit and the entire AU becomes ineligible due to excess income.

BACKGROUND

The first CalWORKs adult recipients began reaching the CalWORKs 60-month time limit on January 1, 2003. The CalWORKs data reports were revised to track cases in which the adult(s) had reached their time limit and the family shifts to the Safety Net category. The Data Systems and Survey Design Bureau (DSSDB) added new aid codes and a new column titled, "Safety Net Cases" to track these new "child only" case types and to show program segment movement between the categories.

Since the 60-month time limit applies only to adults, aid continues under the Safety Net category in CalWORKs for the children who remain otherwise eligible. However, there are instances in which the family's income makes the children ineligible as well.

Discontinuance Code 83 in MEDS has been redefined as "Timed-out adult and income ineligible" to address these situations. When the adult is removed from the AU due to the CalWORKs time limit and income exceeds income eligibility standards, the case is discontinued. The county is instructed to use the Code 83, and count the case under the new line item on the CA 253 CW. Below is a summary of the changes to the report form and instructions.

ALL COUNTY WELFARE DIRECTORS
Page Two

CA 253 CW (5/04)
Form

- Added Line item 5f. "Timed-out adult and income ineligible" and shifted cell numbers to accommodate the line item.

Instructions

- Added instructions for new line item under "PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT."
- References throughout the ITEM INSTRUCTIONS to cell numbers revised to reflect new cell numbers.

Enclosed are printed copies of the form and instructions. Also included is an updated Discontinuance Reason List for the CA 253 CW to reflect the new code. A downloadable and fillable Excel version of this form is available on the California Department of Social Services (CDSS), Data Systems and Survey Design Bureau (DSSDB) web site at <http://www.dss.cahwnet.gov/dssdb/>. Adobe Acrobat (PDF) copies of the form and instructions are available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at: <http://www.dss.cahwnet.gov/research/>.

This report continues to be due on the 18th calendar day after the report month. Therefore, the first revised report (May 2004 report month) is due on or before June 18, 2004. Hard copies can be faxed or mailed to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

If you have questions regarding completion of this form, please contact Pam Kian of the Data Systems and Survey Design Bureau at (916) 651-8269. Program related questions should be directed to your CalWORKs Program analyst at (916) 654-1322.

Sincerely,

***Original Document Signed By
Gloria Merk on 3/16/04***

GLORIA MERK
Deputy Director
Administration Division

Enclosures

California Work Opportunity and Responsibility to Kids (CalWORKs) Report on Reasons for Discontinuances of Cash Grant

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR				
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
1. Total cases discontinued during the month (Items 2 through 11) (Same as Item 9, CA 237 CW)	1	2	3	4	5
2. Cases with no eligible child	6	7	8	9	10
3. Cases with children no longer deprived of support or care	11	12	13	14	15
4. Cases with resources that exceed limits	16	17	18	19	20
5. Cases with income that exceeds standards (Items 5a through 5e)	21	22	23	24	25
a. Earnings increased	26	27	28	29	30
b. Benefits or pensions increased	31	32	33	34	35
c. Support from person inside home increased	36	37	38	39	40
d. Support from person outside home increased	41	42	43	44	45
e. Requirements reduced	46	47	48	49	50
f. Timed-out adult and income ineligible	51		52	53	
6. Cases with client who moved or cannot be located	54	55	56	57	58
7. Cases discontinued due to recipient initiative	59	60	61	62	63
a. Cases discontinued due to CW 7/QR 7 noncompliance	64	65	66	67	68
8. Cases excluded by law for reasons other than time limits and citizenship	69	70	71	72	73
9. Cases transferred to another county	74	75	76	77	78
10. Cases transferred to Kin-GAP Program		79			
11. Cases transferred to Foster Care Program	80	81	82	83	84

COUNTY NAME	REPORT MONTH AND YEAR				
PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
12. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW).....	85	86	87	88	89
a. Cases transferred from Zero Parent to Two-Parent Families.....	90				
b. Cases transferred from All Other to Two-Parent Families.....	91				
c. Cases transferred from TANF Timed-Out to Two-Parent Families.....	92				
d. Cases transferred from Safety Net to Two-Parent Families.....	93				
e. Cases transferred from Two-Parent to Zero Parent Families.....		94			
f. Cases transferred from All Other to Zero Parent Families.....		95			
g. Cases transferred from TANF Timed-Out to Zero Parent Families.....		96			
h. Cases transferred from Safety Net to Zero Parent Families.....		97			
i. Cases transferred from Two-Parent to All Other Families.....			98		
j. Cases transferred from Zero Parent to All Other Families.....			99		
k. Cases transferred from TANF Timed-Out to All Other Families.....			100		
l. Cases transferred from Safety Net to All Other Families.....			101		
m. Cases transferred from Two-Parent to TANF Timed-Out Cases.....				102	
n. Cases transferred from Zero Parent to TANF Timed-Out Cases.....				103	
o. Cases transferred from All Other to TANF Timed-Out Cases.....				104	
p. Cases transferred from Safety Net to TANF Timed-Out Cases.....				105	
q. Cases transferred from Two-Parent to Safety Net Cases.....					106
r. Cases transferred from Zero Parent to Safety Net Cases.....					107
s. Cases transferred from All Other to Safety Net Cases.....					108
t. Cases transferred from TANF Timed-Out to Safety Net Cases.....					109
13. Total cases transferred from another program segment during the month (Same as Item 11, CA 237 CW).....	110	111	112	113	114
COMMENTS					
CONTACT PERSON (Print)			TELEPHONE ()		DATE COMPLETED
TITLE/CLASSIFICATION			FAX ()		EMAIL

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT
CA 253 CW (5/04)**

INSTRUCTIONS

CONTENT

The monthly CA 253 CW report contains statistical information on cash grant cases terminated from the CalWORKs program, classified by primary reason for discontinuing aid.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at: <http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site. Additionally, a downloadable and fillable Excel version of this form is available on the CDSS, Data Systems and Survey Design Bureau (DSSDB) web site at <http://www.dss.cahwnet.gov/dssdb/>.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone, fax number and email address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

For Items 2 through 11, collect the applicable reasons as indicated on the attached Discontinuance Reason List. All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

1. Total cases discontinued during the month (Items 2 through 11) (Same as Item 9, CA 237 CW): [Cells 1-5] Enter the total number of discontinuances. This item must equal the sum of Items 2 through 11 and must equal the monthly total of **Part B, Item 9 (Cells 95-99), “Cases discontinued during the month,” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**
2. Cases with no eligible child: [Cells 6-10] Enter the number of discontinuances that occurred because there is no longer an eligible child in the home.
3. Cases with children no longer deprived of support or care: [Cells 11-15] Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support.
4. Cases with resources that exceed limits: [Cells 16-20] Enter the number of discontinuances that occurred because the recipient family’s resources and/or property now exceed limits permitted for CalWORKs eligibility.
5. Cases with income that exceeds standards (Items 5a through 5f): [Cells 21-25] Enter the sum of Items 5a through 5f.
 - a. Earnings increased: [Cells 26-30] Enter the number of discontinuances that occurred because of excessive income due to increased earnings.
 - b. Benefits or pensions increased: [Cells 31-35] Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions.
 - c. Support from person inside home increased: [Cells 36-40] Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home.
 - d. Support from person outside home increased: [Cells 41-45] Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home.
 - e. Requirements reduced: [Cells 46-50] Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements.
 - f. Timed-out adult and income ineligible: [Cells 51-53] Enter the number of discontinuances that occurred because of excessive income where an adult has timed-out.

ITEM INSTRUCTIONS CONTINUED

6. Cases with client who moved or cannot be located: [Cells 54-58] Enter the number of discontinuances that occurred because the recipient moved or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program.
7. Cases discontinued due to recipient initiative: [Cells 59-63] Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc.
 - a. Cases discontinued due to CW 7/QR 7 noncompliance: [Cells 64-68] Enter the number of discontinuances due to the recipient's refusal to provide the Monthly Eligibility Report for Cash Aid and Food Stamps (CW 7) or Quarterly Eligibility/Status Report for Cash Aid, Food Stamps, and State CMSP (QR 7) related information. This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, Cases discontinued due to recipient initiative.
8. Cases excluded by law for reasons other than time limits and citizenship: [Cells 69-73] Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. Cases transferred to another county: [Cells 74-78] Enter the number of discontinuances that resulted from the recipient transferring to another county.
10. Cases transferred to Kin-GAP Program: [Cell 79] Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued.
11. Cases transferred to Foster Care Program: [Cells 80-84] Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued.

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

Parent(s) in the Two-Parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

12. **Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW):** [Cells 85-89] Enter where indicated, the total of the following cells. These items must equal the monthly totals of **Part B, Item 10 (Cells 100-104), "Cases deducted due to transfers to another program segment during the month,"** on the **CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report**.

Column (A), Two-Parent Families, Cell 85 = the sum of Cells 94, 98, 102 and 106

Column (B), Zero Parent Families, Cell 86 = the sum of Cells 90, 99, 103 and 107

Column (C), All Other Families, Cell 87 = the sum of Cells 91, 95, 104 and 108

Column (D), TANF Timed-Out Cases, Cell 88 = the sum of Cells 92, 96, 100 and 109

Column (E), Safety Net Cases, Cell 89 = the sum of Cells 93, 97, 101 and 105

ITEM INSTRUCTIONS CONTINUED

- a. Cases transferred from Zero Parent to Two-Parent Families: [Cell 90] Enter in Column (A) the number of cases which left the Zero Parent segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- b. Cases transferred from All Other to Two-Parent Families: [Cell 91] Enter in Column (A) the number of cases which left the All Other segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- c. Cases transferred from TANF Timed-Out to Two-Parent Families: [Cell 92] Enter in Column (A) the number of cases which left the TANF Timed-Out segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- d. Cases transferred from Safety Net to Two-Parent Families: [Cell 93] Enter in Column (A) the number of cases which left the Safety Net segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- e. Cases transferred from Two-Parent to Zero Parent Families: [Cell 94] Enter in Column (B) the number of cases which left the Two-Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- f. Cases transferred from All Other to Zero Parent Families: [Cell 95] Enter in Column (B) the number of cases which left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- g. Cases transferred from TANF Timed-Out to Zero Parent Families: [Cell 96] Enter in Column (B) the number of cases which left the TANF Timed-Out segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- h. Cases transferred from Safety Net to Zero Parent Families: [Cell 97] Enter in Column (B) the number of cases which left the Safety Net segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- i. Cases transferred from Two-Parent to All Other Families: [Cell 98] Enter in Column (C) the number of cases which left the Two-Parent segment and will be moved to the All Other segment as of the beginning of the next month.
- j. Cases transferred from Zero Parent to All Other Families: [Cell 99] Enter in Column (C) the number of cases which left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month.
- k. Cases transferred from TANF Timed-Out to All Other Families: [Cell 100] Enter in Column (C) the number of cases which left the TANF Timed-Out segment and will be moved to the All Other segment as of the beginning of the next month.
- l. Cases transferred from Safety Net to All Other Families: [Cell 101] Enter in Column (C) the number of cases which left the Safety Net segment and will be moved to the All Other segment as of the beginning of the next month.
- m. Cases transferred from Two-Parent to TANF Timed-Out Cases: [Cell 102] Enter in Column (D) the number of cases which left the Two-Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.

ITEM INSTRUCTIONS CONTINUED

- n. Cases transferred from Zero Parent to TANF Timed-Out to Cases: [Cell 103] Enter in Column (D) the number of cases which left the Zero Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
- o. Cases transferred from All Other to TANF Timed-Out Cases: [Cell 104] Enter in Column (D) the number of cases which left the All Other segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
- p. Cases transferred from Safety Net to TANF Timed-Out Cases: [Cell 105] Enter in Column (D) the number of cases which left the Safety Net segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
- q. Cases transferred from Two-Parent to Safety Net Cases: [Cell 106] Enter in Column (E) the number of cases which left the Two-Parent segment and will be moved to the Safety Net segment as of the beginning of the next month.
- r. Cases transferred from Zero Parent to Safety Net to Cases: [Cell 107] Enter in Column (E) the number of cases which left the Zero Parent segment and will be moved to the Safety Net segment as of the beginning of the next month.
- s. Cases transferred from All Other to Safety Net Cases: [Cell 108] Enter in Column (E) the number of cases which left the All Other segment and will be moved to the Safety Net segment as of the beginning of the next month.
- t. Cases transferred from TANF Timed-Out to Safety Net Cases: [Cell 109] Enter in Column (E) the number of cases which left the TANF Timed-Out segment and will be moved to the Safety Net segment as of the beginning of the next month.
13. **Total cases transferred from another segment during the month (Same as Item 11, CA 237 CW): [Cells 110-114]** Enter where indicated, the total of the following cells. These Items must equal the monthly totals of **Part B, Item 11 (Cells 105-109), “Cases added due to transfers from another program segment during the month,” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**

Column (A), Two-Parent Families, Cell 110 = the sum of Cells 90, 91, 92 and 93

Column (B), Zero Parent Families, Cell 111 = the sum of Cells 94, 95, 96 and 97

Column (C), All Other Families, Cell 112 = the sum of Cells 98, 99, 100 and 101

Column (D), TANF Timed-Out Cases, Cell 113 = the sum of Cells 102, 103, 104 and 105

Column (E), Safety Net Cases, Cell 114 = the sum of Cells 106, 107, 108 and 109

NOTE: The sum of Columns (A), (B), (C), (D) and (E) for Item 12 must equal the sum of Columns (A), (B), (C), (D) and (E) for Item 13.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

DISCONTINUANCE REASON LIST FOR CA 253 CW

Counts of cases discontinued for all listed Reasons are required. However, only the following ten MEDS codes will be consistent throughout the county systems: (See MEDS Quick Reference dated 3/29/99).

01 Discontinuance due to death	38 Determined ineligible for Medi-Cal Only
03 Discontinuance at recipient request (MEDS only)	44 Became a resident of public institution
04 Failure to cooperate (Medi-Cal only)	48 Loss of legal residence
20 Termination from Medi-Cal (Allegation of disability)	57 Transferred to SSI
35 MEDS eligibility reported under another MEDS ID	98 Whereabouts unknown

The additional codes, listed below, are available MEDS codes, but may not be uniformly utilized throughout county systems. Counties may assign codes for Reason items with an asterisk at their discretion.

CA 253 CW Line Item

2 No longer eligible child

<u>Code</u>	<i>Reason for Discontinuance</i>
1	Discontinuance due to death
46	Change in law or agency policy
47	No longer an eligible child in home
48	Loss of legal residence

3 No longer deprived of support or care

<u>Code</u>	<i>Reason for Discontinuance</i>
40	Parent no longer incapacitated
45	Parent returned to home or remarried

4 Resources exceed limits

<u>Code</u>	<i>Reason for Discontinuance</i>
33	Real Property
34	Personal Property, other than vehicle
*	Vehicle

5 Income exceeds standards

a. Earnings increased

Employment or increased earnings of persons in home

<u>Code</u>	<i>Reason for Discontinuance</i>
5	Father
6	Mother
7	Child
8	Step-parent
9	Other person in home
*	Increased earnings of non-aided family member

b. Benefits or pensions increased

<u>Code</u>	<i>Reason for Discontinuance</i>
22	OASDI
23	Other federal program
24	Veterans Benefits
27	Unemployment or disability insurance benefit
28	Other state and local program
29	Nongovernmental program
32	Other change in income

- c. Support from person inside home increased
Receipt of or increase in support as a result of:
Code *Reason for Discontinuance*
17 Absent parent's return
18 Remarriage of parent
- d. Support from person outside home increased
Receipt of or increase in support from person outside home
Code *Reason for Discontinuance*
19 Absent parent
21 Other person outside home
- e. Requirements reduced
Change in need
Code *Reason for Discontinuance*
36 Change in state law or agency policy relating to determination of need
37 Decreased need
39 Financial reasons (without a change in income or resources) not listed in Codes 36 or 37
99 Other – Sent manual notice
- f. Timed-out adult and income ineligible
Code *Reason for Discontinuance*
83 Timed-out adult and income ineligible

6 Moved or cannot locate

- Code *Reason for Discontinuance*
98 Whereabouts unknown

7 Recipient initiative

- Code *Reason for Discontinuance*
50 Refused to comply with property utilization requirements
59 Refused to comply with procedural requirements not listed elsewhere
60 Refused to provide CW 7/QR 7 related information
61 Refused to provide essential information (non-CW related)
97 Discontinued at Recipient's Request (not listed elsewhere in this section)
* Requested to pursue education goal; thereby reserving TANF eligibility
* Wanted only transitional services
* Moved out of country
* Receipt of child support
* Requested withdrawal; did not want to participate in CalWORKs Welfare-to-Work activities
* Wanted to reserve TANF eligibility for later use

8 Discontinued due to exclusion by law for reasons other than time limits and citizenship

- Code *Reason for Discontinuance*
* Identified as fleeing felon
* Identified as drug felon

9 Transferred to another county

- Code *Reason for Discontinuance*
96 Transferred to another county

10 Transferred to Kin-GAP Program

- Code *Reason for Discontinuance*
* Transferred to Kin-GAP Program

11 Transferred to Foster Care Program

- Code *Reason for Discontinuance*
95 Transferred to Foster Care Program